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**AR230 – Managing Customer Billing, Receivables and  
Customer Payments – District Court**

**Last Revised July 16, 2013**

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



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## **AR230**

### **AR230 Managing Customer Billing, Receivables and Customer Payments - District Court**

#### **Course Overview**

Cash register transactions are transmitted into GEARS via the bus interface for local accounting - Circuit Court and District Court. These transactions are processed in the Billing and Accounts Receivable modules in GEARS.

The GEARS Billing and Accounts Receivable modules help you plan, manage, and track the Judiciary's revenue and billing activities related to cash register transactions.

This course discusses processing of cash register transactions in GEARS for the following types of transactions for District Court. You can record revenue allocation and customer payments, and process local accounting revenue transactions such as deferred payments, bond forfeitures, and return of Escrow. Assigned GEARS users can:

- Record revenue allocation and customer payments
- Process Local revenue disbursements
- Generate the Fund Allocation Report (FAR)
- Revenue Allocation Adjustments
- Process return of escrow
- Process bond forfeitures
- Process deferred payments
- Process bad checks (Case related)

#### **Course Outline**

The following sections and lessons provide step-by-step instructions on processing revenue allocation and payment recording for District Court cash register transactions in GEARS.

- Course Audiences and Prerequisites
- Lesson 1: Reviewing GEARS Billing and Accounts Receivable Concepts
- Lesson 2: Understanding Key Order-to-Cash System Processes
- Lesson 3: Processing Cash Register Interface to Billing and AR
- Lesson 4: Processing Escrow Transactions
- Lesson 5: Processing Deferred Payments
- Lesson 6: Processing Bond Forfeitures
- Lesson 7: Processing Bad Checks (Case Related)
- Lesson 8: Processing Local Revenue Disbursements
- Lesson 9: Processing Revenue Refunds
- Course Summary

### **Course Audiences and Prerequisites**

#### **Audience(s)**

The Judiciary audiences for this course are:

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- District Court - Courts Only

### GEARS Role(s)

This course is intended for Judiciary employees with the following GEARs role(s):

- BI Customer Maintenance
- BI Specialist
- AR Specialist

### Prerequisites

The recommended prerequisites for this course are:

- INT100 Introduction to GEARs
- AR100 Understanding GEARs Billing and Accounts Receivable Processes

## Lesson 1: Reviewing GEARs Billing and Accounts Receivable Concepts

### Lesson Overview

In this lesson, you will review fundamentals of the Billing and Accounts Receivable modules in GEARs related to the Order-to-Cash (OTC) business processes.

### Lesson Objectives

After completing this lesson, you should be able to understand the following concepts and how they fit into the OTC business processes:

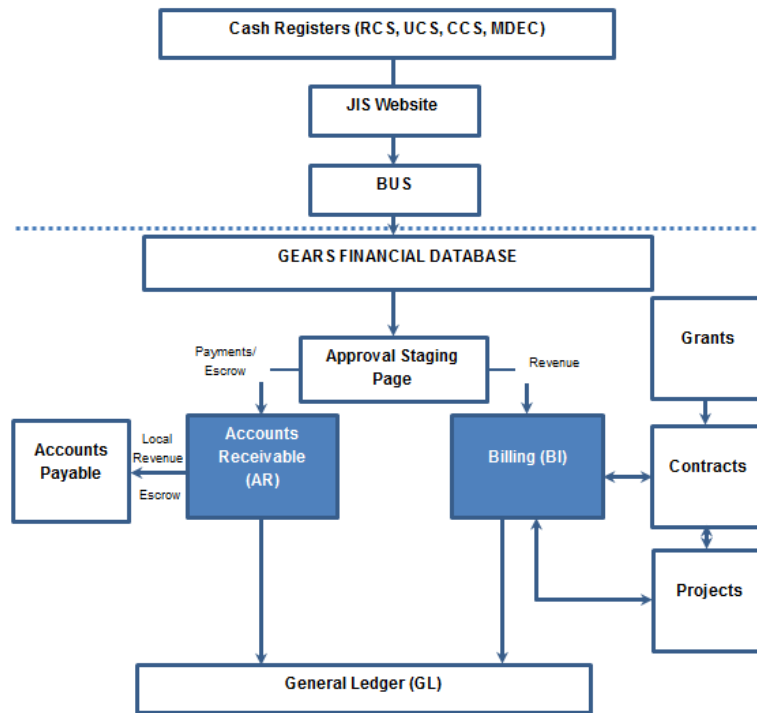
- Billing and Accounts Receivable Integration Points
- OTC Business Units
- OTC Customers
- Bills and Bill Lines
- Deposits

### 1.1 Reviewing Accounts Receivable and Billing Integration Points

After completing this topic, you will be familiar with:

- The components of the GEARs Billing and Accounts Receivable modules and how these modules integrate with other GEARs modules

The diagram below highlights the billing and accounts receivable integration overview.



**Cash Register / JIS Website / BUS** – Cash register transactions process outside of GEARs.

**Approval Staging Page** – The Approval Staging Page will display a summary of all transactions for a given date by Batch County, District and Location level.

**Billing** – Billing sends pending items (bills that need to be paid) to Accounts Receivable.

**Accounts Receivable** – In Accounts Receivable, payments are applied to the pending items or bills.

**Project Costing, Contracts, and Grants** - The Grants module integrates with Project Costing and Contracts. All payments owed to the Judiciary from Federal Sponsors are calculated in Contracts and is recorded as a bill in GEARs Billing.

**Accounts Payable** – When you are distributing local revenue refund and return of escrow payments to customers, Accounts Receivable sends these refund transactions to Accounts Payable for vendor payment (NOTE: when receiving refunds, Customers become Vendors).

**General Ledger** – The GEARs Receivables module sends accounting entries created from the bills (invoices) to GEARs General Ledger. The GEARs Billing module sends a listing of all accounting entries that are created for invoices to General Ledger.

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## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



### 1.2 Understanding Order-to-Cash Business Units

After completing this topic, you will be familiar with:

- GEARS Order-to-Cash (OTC) business units
- How business units are used to process Judiciary Billing and Accounts Receivable transactions

#### **Business Units**

In GEARS, a business unit represents a collection of transactions. Each GEARS module (General Ledger, Accounts Receivable, Billing, Accounts Payable, etc.) has its own business unit structure. For OTC specifically, a business unit represents a collection of invoices while a receivable business unit represents a collection of customer balances. The Billing and Accounts Receivable business units are configured to use the same value (represented as "JUDXX" where "XX" represents the batch agency).

In GEARS Billing and Accounts Receivable modules, there are several categories of business units for District Court to use:

- Judiciary
- District Courts
- Traffic Processing Center

A description of each business unit type is provided in the table below.

OTC Business Unit	Description
Judiciary	Also known as "MDJUD". This business unit is the default business unit which is used to track all accounting entries in the General Ledger. This business unit is also known as the "Business Unit GL" on some Billing and Accounts Receivable pages.  Accounts Payable also defines an "MDJUD" business unit to track payable obligations that interact with the State.
Circuit Court	There are twenty-four (24) business units defined to track the revenue and payment activity for each circuit court (24).  Each business unit is defined as "JUDXX", where the "XX" represents the Judiciary batch agency. For example, "JUD06" represents Carroll County Circuit Court.
Traffic Processing Center	One (1) business unit ("JUD77") is defined to track the revenue and payment activity for the Traffic Processing Center.

### 1.3 Understanding Customers

In GEARS, a customer generally represents an individual or entity that has a debt to be paid to the Judiciary. GEARS defines these customers as "Bill To" customers to reflect that they may be invoiced or hold a balance that requires attention.

After completing this topic, you will be familiar with:

- 

the definition of a customer in GEARS

-

the pages used to enter/update and maintain customers in GEARS

### Reviewing Customer Types

Every transaction within Order-to-Cash (OTC) requires a business unit and a customer, both of which must be defined prior to entering the transaction. Some of the main reasons the Judiciary uses to create customers in GEARS include: (1) re-billing for bad checks, (2) supporting the local revenue disbursement process. Customers will be shared across business units and are defined by one of the following:

- Court Customer
- Local Customer

A description of each customer type is provided in the table below.

OTC Customer	Description
Court Customer	The majority of the functionality within OTC revolves around revenue allocation based upon monies paid by local customers for fines, licenses or other court costs. GEARS does NOT track each individual customer for these transactions but utilizes a default court customer to satisfy the system need for a customer value.  The <b>Court Customer</b> is set up to use the same value as the business unit (i.e., "JUDXX") in order to keep a simple and straight-forward means of tracking activity. The expectation is that this customer will never hold an open balance since all fees/costs are paid in full and no receivable is tracked.
Local Customer	<b>Local Customers</b> hold balances within GEARS for a variety of transactions, including but not limited to Bad Checks.  Local Customers must be manually entered within GEARS prior to entering the related transaction. Each customer will be defined by an auto-sequenced ID (e.g., "1000000024").

### **Procedure**

In this topic, you will review the pages used to enter/record GEARS Customer information.

The screenshot displays the 'Customer Information - General Information' page in the GEARS system. The 'General Info' tab is active, showing details for Customer ID 1000000001. Key fields include Status (Active), Date Added (12/19/2012), Name 1 (Anne Arundel Office Management), and Currency Code (USD). The 'Roles' section is expanded, listing various customer roles with checkboxes, such as Bill To Customer, Ship To Customer, Sold To Customer, Broker Customer, Indirect Customer, Correspondence Customer, Remit From Customer, Corporate Customer, Consolidation Customer, and Grants Management Sponsor. The 'Federal Attributes' section includes checkboxes for Federal Customer and Appropriation Symbol Not Required for Reimbursable Agreements. The 'Support Teams' and 'Address Locations' sections are also visible at the bottom of the page.

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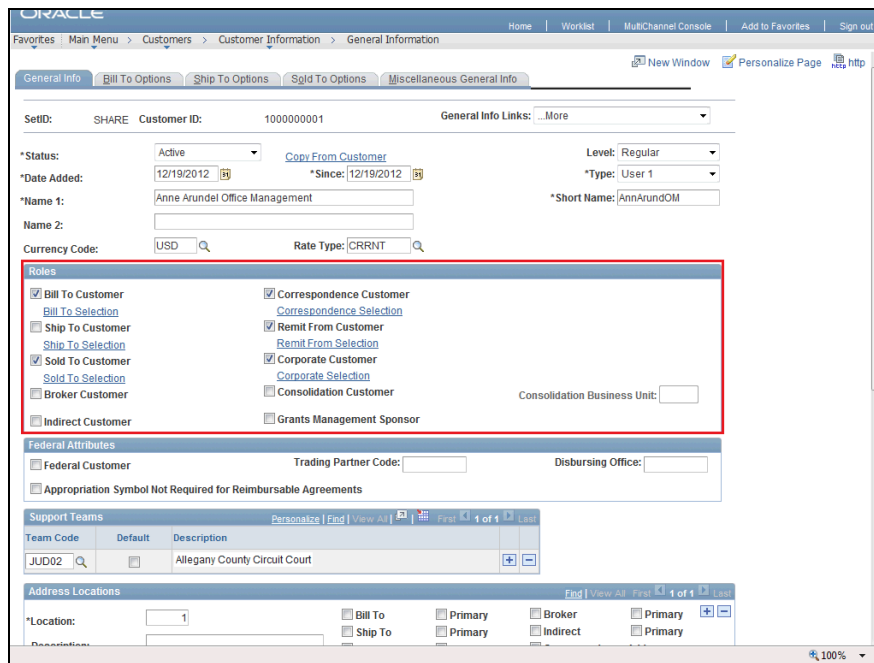


Step	Action
1.	<p>The <b>Customer Information - General Information</b> is where you add and/or review customers' names and level information and to assign associated roles. You can also enter one or more addresses for customers and assign descriptions to each location.</p> <p>While there are several pages available for customer setup, the Judiciary will utilize the main <b>General Information</b> page to track the following key information such as name, address information, and other key attributes.</p>

The screenshot displays the Oracle AR230 Customer Information - General Information page. The page is divided into several sections:

- General Info:** Contains fields for SetID (SHARE), Customer ID (1000000001), and General Info Links. A red box highlights the following fields:
  - \*Status: Active (dropdown)
  - \*Date Added: 12/19/2012 (calendar icon)
  - \*Name 1: Anne Arundel Office Management
  - \*Short Name: AnnArundOM
  - Currency Code: USD (dropdown)
  - Rate Type: CRRNT (dropdown)
- Roles:** A list of roles with checkboxes:
  - ☒ Bill To Customer
  - ☒ Ship To Customer
  - ☒ Sold To Customer
  - ☐ Broker Customer
  - ☐ Indirect Customer
  - ☒ Correspondence Customer
  - ☒ Remit From Customer
  - ☒ Corporate Customer
  - ☐ Consolidation Customer
  - ☐ Grants Management Sponsor
- Federal Attributes:** Includes fields for Federal Customer, Trading Partner Code, and Disbursing Office.
- Support Teams:** A table with columns for Team Code, Default, and Description.
- Address Locations:** A table with columns for \*Location, Bill To, Ship To, Primary, Broker, Indirect, and Primary.

Step	Action
2.	<p>In this example, the name of this customer is 'Anne Arundel Office Management'.</p> <p><b>Status</b> is always 'Active'.</p> <p><b>Date Added</b> - controls the effective dates of the Judiciary's related records. When entering manual transactions, be sure the <b>Date Added</b> is equal to the invoice date for that customer.</p> <p><b>Since Date</b> - defaults to the date transaction is added.</p> <p><b>User Type</b> - If you are setting up a "Surety" customer, be sure to select the type, "Surety", otherwise, choose "Local".</p> <p><b>Levels</b> - should remain as the default, "Regular".</p> <p><b>Short Name</b> - defaults to the first 10 characters of the Customer's Name.</p>



The screenshot shows the Oracle AR230 Customer Information form. The form is titled "General Information" and includes tabs for "General Info", "Bill To Options", "Ship To Options", "Sold To Options", and "Miscellaneous General Info". The "General Info" tab is active.

Key fields and values include:

- SetID: SHARE
- Customer ID: 1000000001
- General Info Links: ...More
- \*Status: Active (with a "Copy From Customer" link)
- \*Date Added: 12/19/2012 (with a calendar icon)
- \*Since: 12/19/2012 (with a calendar icon)
- \*Type: User 1
- \*Name 1: Anne Arundel Office Management
- \*Short Name: AnnArundOM
- Name 2: (empty)
- Currency Code: USD
- Rate Type: CRRNT

The "Roles" section is highlighted with a red box and contains the following checked options:

- ☒ Bill To Customer (with a "Bill To Selection" link)
- ☒ Ship To Customer (with a "Ship To Selection" link)
- ☒ Sold To Customer (with a "Sold To Selection" link)
- ☒ Broker Customer
- ☒ Correspondence Customer (with a "Correspondence Selection" link)
- ☒ Remit From Customer (with a "Remit From Selection" link)
- ☒ Corporate Customer (with a "Corporate Selection" link)
- ☒ Consolidation Customer
- ☐ Indirect Customer
- ☐ Grants Management Sponsor

Other sections visible include:

- Federal Attributes:** Federal Customer, Trading Partner Code, Disbursing Office, and Appropriation Symbol Not Required for Reimbursable Agreements.
- Support Teams:** A table with columns "Team Code", "Default", and "Description". It shows "JUD02" as the default team for "Allegany County Circuit Court".
- Address Locations:** A section for defining locations with fields for "Location", "Bill To", "Ship To", "Primary", "Broker", "Indirect", and "Primary".

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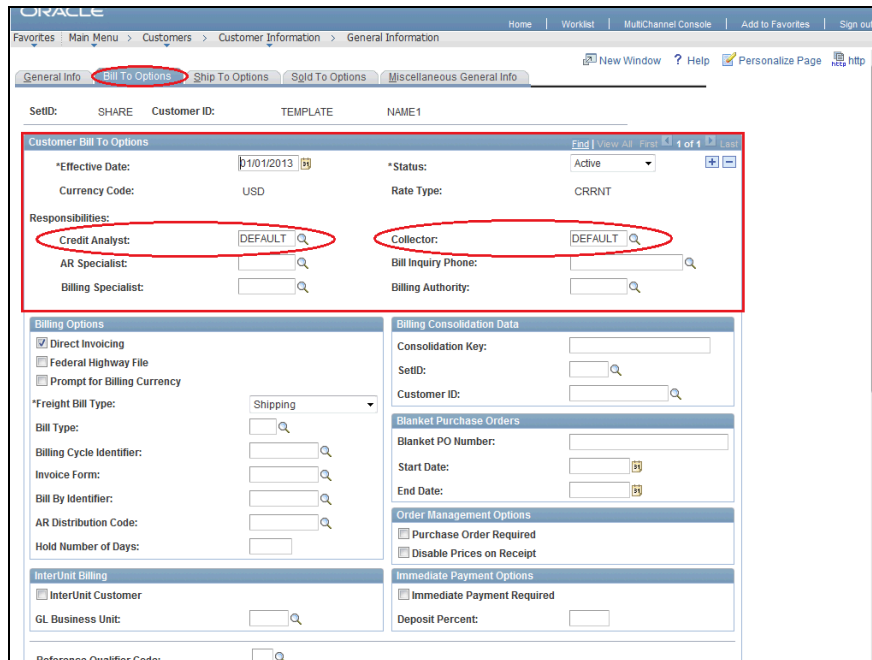
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Step	Action
3.	<p>Customer roles determine the functional use of the customer ID. Customer information is associated with specific customer roles. You can use the <b>Roles</b> section of the <b>Customer General Information</b> page to maintain information that applies to multiple customer roles and to select those roles.</p> <p>In order to enter an invoice for a customer, a customer has to be established in the system as a "Bill To Customer". The other roles that should be checked for each Customer created in GEARS are (1) "Sold To Customer", (2) "Correspondence Customer", (3) "Remit From Customer", and (4) "Corporate Customer".</p>

Step	Action
4.	<p>The <b>Address Details</b> section displays the address details (i.e., address effective date, status of the address, language, and the address) of that location.</p> <p>When entering address, be sure to populate the <b>Effective Date</b> of the address, <b>Status</b>, <b>Country</b>, <b>Address 1</b>, <b>City</b>, <b>State</b>, and <b>Postal</b> code.</p>





The screenshot shows the Oracle AR230 Customer Bill To Options page. The 'Bill To Options' tab is selected. The 'Responsibilities' section is highlighted with a red box, showing the 'Credit Analyst' and 'Collector' dropdown menus, both set to 'DEFAULT'. Other sections include Billing Options, Billing Consolidation Data, Blanket Purchase Orders, Order Management Options, and Immediate Payment Options.

Step	Action
5.	<p>There are two fields on the <b>Bill To Options</b> page that must be populated and is a requirement when setting up new customers.</p> <p><b>Customer Bill To Options - Responsibilities</b> section displays the two fields (1) Credit Analyst and (2) Collector. You must select 'DEFAULT' from the dropdown menu. If these fields are left blank when you attempt to save a new customer in the system, an error message will appear.</p>

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Step	Action
6.	<p>You have successfully completed the <i>Understanding Customers</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- review the pages used to enter/record GEARS Customer information.</li> </ul> <p><b>End of Procedure.</b></p>

### 1.4 Understanding Billing

Billing is the process of recording revenue to be collected from Judiciary customers. GEARS Billing processes billing information to create invoices to customers. Customers include (1) Court Customer and (2) Local Customer.

After completing this topic, you will be familiar with:

- the pages used to view/enter/modify invoices and bill lines in GEARS Billing.

A bill is an invoice to a customer who owes the Judiciary money. Each bill has a header and at least one bill line. Bill lines contain what you are billing for, the amount, and the revenue accounting information. In GEARS, bills are created through the following processes:

- Cash Register** - daily cash register transactions loaded into GEARS from the BUS (The Enterprise Services BUS Backoffice Interface) Interface
- Local Revenue** - local revenue disbursements
- Online Entry** - manual entry of an invoice by a GEARS user

The following tables list the bill statuses, bill type identifiers, and invoice form listed on a bill.

**Bill Status** - Invoices (bills) in GEARS may be assigned various statuses based on the state of that invoice. The Bill Statuses in GEARS Billing are as follows:

Bill Status Description	Code in GEARS Billing
1. <i>Canceled</i>	CAN
2. <i>Finalized</i>	FNL
3. <i>Hold Bill</i>	HLD
4. <i>Invoiced Bill</i>	INV
5. <i>New</i>	NEW
6. <i>Pending Approval</i>	PND
7. <i>Ready to Invoice</i>	RDY
8. <i>Temporary</i>	TMP
9. <i>Temporary Ready Bill</i>	TMR

**Bill Type Identifier** - bills are identified by a "Bill Type" in GEARS Billing. The Bill Types in GEARS Billing are as follows:

Bill Type Identifier Description	Code in GEARS Billing
1. <i>Employee Advances</i>	ADV
2. <i>Bad Checks</i>	BAD
3. <i>Bond Forfeiture</i>	BND
4. <i>Data Conversion</i>	CNV
5. <i>Criminal Case</i>	CRM
6. <i>Civil Case</i>	CVL
7. <i>Deferred Payment</i>	DFR
8. <i>Escrow</i>	ESC
9. <i>Expenditure Credit</i>	EXP
10. <i>Grants Management</i>	GM
11. <i>Licenses</i>	LIC
12. <i>Land Records</i>	LND
13. <i>Local Revenue Disbursements</i>	LRV
14. <i>Other</i>	OTH
15. <i>Revenue Refund</i>	RFD
16. <i>Traffic</i>	TRF
17. <i>Transcript</i>	TRN
18. <i>Deferred Traffic</i>	DFT

**Invoice Form** - the template used for printing the invoice.

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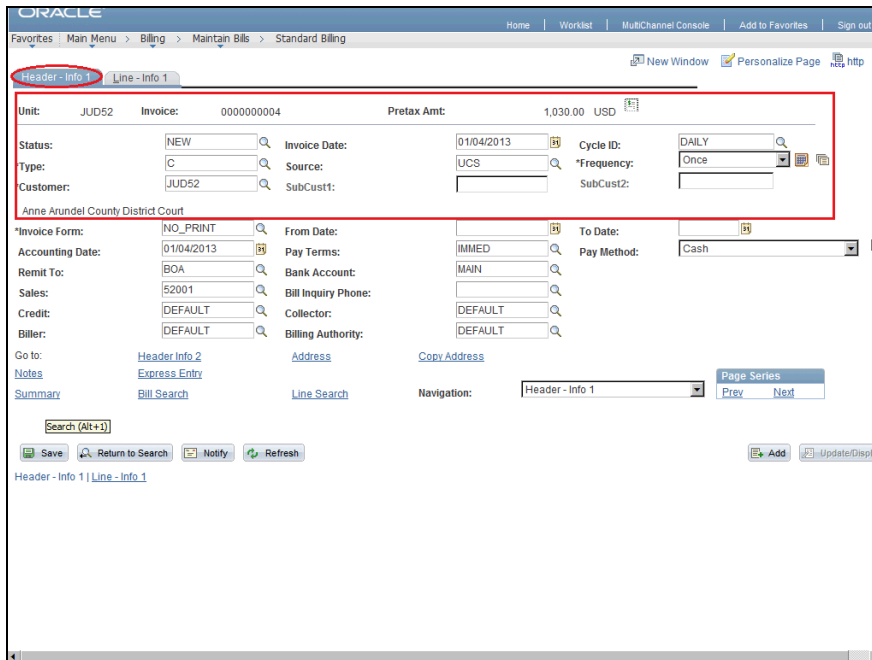


Invoice Form Description	Code in GEARS Billing
1. <i>Bad Check</i>	BAD CHECK
2. <i>Bond Forfeiture</i>	BONDFORFTR
3. <i>Deferred Payment</i>	DEFERPAY
4. <i>Escrow</i>	ESCROW
5. <i>Contracts Only</i>	GRANTS
6. <i>No Print</i>	NO PRINT
7. <i>Contracts Only</i>	PS/CA
8. <i>Projects with Contract Info</i>	PS/OM
9. <i>Projects by Employee Name</i>	PS/PSA01
10. <i>Projects by Project &amp; Activity</i>	PS/PSA02
11. <i>Project Details</i>	PS/PSA03
12. <i>Generic XML Publisher Example</i>	XMLPUB
13. <i>Contract Only</i>	XP PS/CA
14. <i>Generic XML Publisher</i>	XP PS/GEN
15. <i>Order Mgmt Example</i>	XP PS/OM
16. <i>Projects with Contract Info</i>	XP PS/PC
17. <i>Projects by Employee Name</i>	XP PS/PSA1
18. <i>Projects by Employee Name</i>	XP PS/PSA2
19. <i>Projects by Project &amp; Activity</i>	XP PS/PSA3

### Procedure

In this topic, you will review the pages used to view/enter/modify invoices and bill lines in GEARS Billing.

Step	Action
1.	<p>The <b>Standard Billing - Header - Info 1</b> page displays the invoice.</p> <p>In this example, we are viewing <b>Invoice # 0000000004</b> for customer, <i>JUD52 - Anne Arundel County District Court</i>.</p>



Step	Action
2.	<p>The <b>Header - Info 1</b> page displays the general header information for invoices such as:</p> <ul style="list-style-type: none"> <li>- <b>Unit</b> (Batch Agency)</li> <li>- <b>Invoice</b> (invoice number)</li> <li>- <b>Pretax Amt</b> (total amount of invoice)</li> <li>- <b>Status</b> (invoice status)</li> <li>- <b>Type</b> (type of invoice)</li> <li>- <b>Invoice Date</b></li> <li>- <b>Customer</b></li> <li>- <b>Source</b></li> <li>- <b>Cycle ID</b> (billing cycle)</li> <li>- <b>Frequency</b> (e.g., Installment, once, Recurring)</li> </ul>

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ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window | Personalize Page | help http

Header - Info 1 | Line - Info 1

Unit: JUD52 Invoice: 0000000004 Pretax Amt: 1,030.00 USD

Status: NEW Invoice Date: 01/04/2013 Cycle ID: DAILY  
 \*Type: C Source: UCS \*Frequency: Once  
 \*Customer: JUD52 SubCust1: SubCust2:

Anne Arundel County District Court

Invoice Form: NO\_PRINT From Date: To Date:  
 Accounting Date: 01/04/2013 Pay Terms: IMMED Pay Method: Cash  
 Remit To: BOA Bank Account: MAIN  
 Sales: 52001 Bill Inquiry Phone:  
 Credit: DEFAULT Collector: DEFAULT  
 Biller: DEFAULT Billing Authority: DEFAULT

Go to: Header Info 2 Address Copy Address  
 Notes Express Entry  
 Summary Bill Search Line Search Navigation: Header - Info 1 Page Series Prev Next

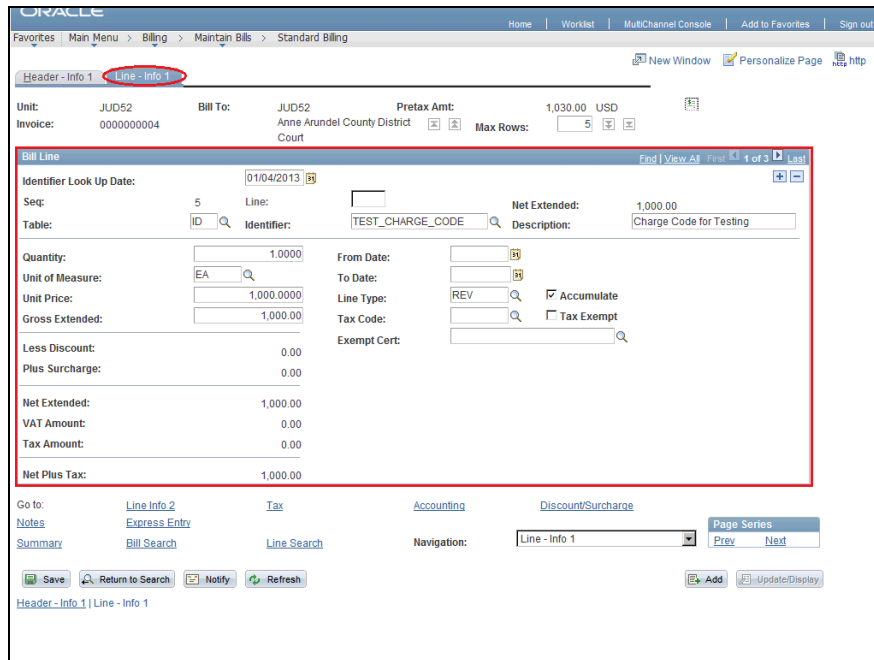
Search (Alt+J)

Save Return to Search Notify Refresh

Add Update/Display

Header - Info 1 | Line - Info 1

Step	Action
3.	<p>Other header information key components on the <b>Header - Info 1</b> page include:</p> <ul style="list-style-type: none"> <li>- <b>Invoice Form</b></li> <li>- <b>Accounting Date</b></li> <li>- <b>Remit To</b></li> <li>- <b>Pay Terms</b> (e.g., Immediately, Net 15, Net 90, Net 180)</li> <li>- <b>Bank Account</b></li> <li>- <b>Pay Method</b> (e.g., Cash, Check, Credit Card, Debit Card, Draft, Electronic Fund Transfer)</li> </ul>



Header - Info 1 | **Line - Info 1**

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD  
 Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

**Bill Line** Find | View All First 1 of 3 Last

Identifier Look Up Date: 01/04/2013  
 Seq: 5 Line: Identifier: TEST\_CHARGE\_CODE Net Extended: 1,000.00  
 Table: ID Identifier: Description: Charge Code for Testing

Quantity: 1.0000 From Date: To Date:  
 Unit of Measure: EA To Date:  
 Unit Price: 1,000.0000 Line Type: REV Accumulate  
 Gross Extended: 1,000.00 Tax Code: Tax Exempt  
 Exempt Cert:

Less Discount: 0.00  
 Plus Surcharge: 0.00

Net Extended: 1,000.00  
 VAT Amount: 0.00  
 Tax Amount: 0.00  
 Net Plus Tax: 1,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
 Notes Express Entry  
 Summary Bill Search Line Search Navigation: Line - Info 1 Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Step	Action
4.	<p>The <b>Line - Info 1</b> page displays the bill lines for the invoice. Bill lines contain what you are billing for (<b>Identifier</b>), the amount (<b>Gross Extended</b>), and the revenue accounting information (<b>chartfields</b>). The invoice may have one or more bill lines.</p> <p>In this example, there are a total of 3 bill lines.</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Oracle AR230 - Managing Customer Billing, Receivables and Customer Payments – District Court

Unit: JUD52 Invoice: 0000000004 Bill To: JUD52 Anne Arundel County District Court Pretax Amt: 1,030.00 USD Max Rows: 5

Bill Line: 1 of 3

Identifier Look Up Date: 01/04/2013

Seq: 5 Line: Identifier: TEST\_CHARGE\_CODE Net Extended: 1,000.00 Description: Charge Code for Testing

Quantity: 1.0000 Unit of Measure: EA Unit Price: 1,000.0000 Gross Extended: 1,000.00 From Date: To Date: Line Type: REV Tax Code: Exempt Cert:

Less Discount: 0.00 Plus Surcharge: 0.00 Net Extended: 1,000.00 VAT Amount: 0.00 Tax Amount: 0.00 Net Plus Tax: 1,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry Page Series Summary Bill Search Line Search Navigation: Line - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Step	Action
5.	The number of bill lines is indicated in the top right corner of the <b>Bill Lines</b> section.

Oracle AR230 - Managing Customer Billing, Receivables and Customer Payments – District Court

Unit: JUD52 Invoice: 0000000004 Bill To: JUD52 Anne Arundel County District Court Pretax Amt: 1,030.00 USD Max Rows: 5

Bill Line: 1 of 3

Identifier Look Up Date: 01/04/2013

Seq: 5 Line: Identifier: TEST\_CHARGE\_CODE Net Extended: 1,000.00 Description: Charge Code for Testing

Quantity: 1.0000 Unit of Measure: EA Unit Price: 1,000.0000 Gross Extended: 1,000.00 From Date: To Date: Line Type: REV Tax Code: Exempt Cert:

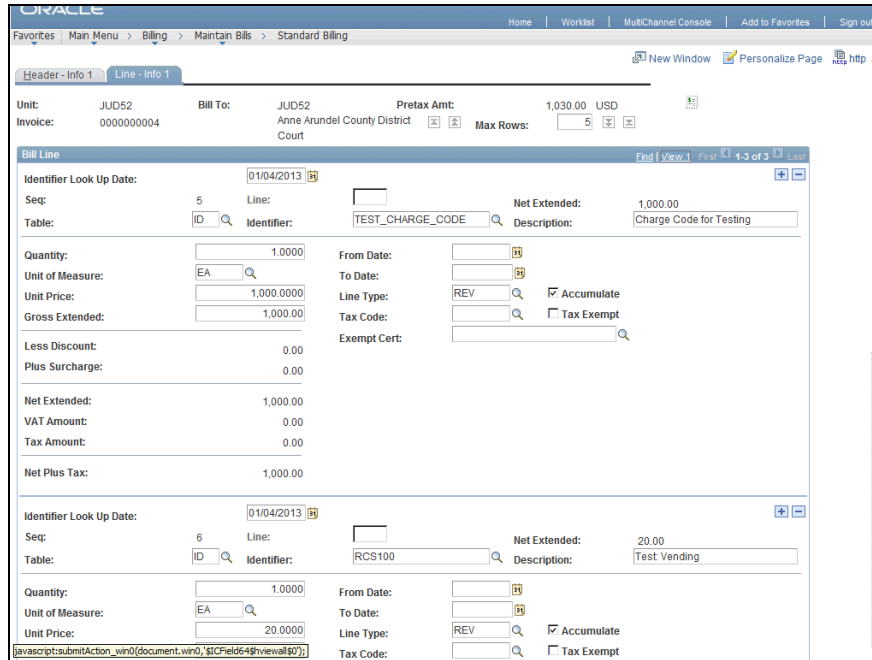
Less Discount: 0.00 Plus Surcharge: 0.00 Net Extended: 1,000.00 VAT Amount: 0.00 Tax Amount: 0.00 Net Plus Tax: 1,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry Page Series Summary Bill Search Line Search Navigation: Line - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display



Step	Action
6.	The <b>View All</b> link allows you to see all bill lines on one page.



The screenshot displays the Oracle Billing application interface. At the top, there's a navigation bar with links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, a breadcrumb trail shows 'Favorites > Main Menu > Billing > Maintain Bills > Standard Billing'. The main content area is divided into sections for 'Header - Info 1' and 'Line - Info 1'. The 'Header - Info 1' section shows details for Unit: JUD52, Invoice: 0000000004, Bill To: JUD52 Anne Arundel County District Court, Pretax Amt: 1,030.00 USD, and Max Rows: 5. The 'Line - Info 1' section shows two bill lines. Line 5 is selected, showing details for 'TEST\_CHARGE\_CODE' with a net extended amount of 1,000.00. Line 6 is also visible, showing details for 'RCS100' with a net extended amount of 20.00. The interface includes search filters, date pickers, and various input fields for each line item.

Step	Action
7.	

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

Less Discount: 0.00 Exempt Cert:

Plus Surcharge: 0.00

Net Extended: 20.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 20.00

Identifier Look Up Date: 01/04/2013

Seq: 7 Line:  Net Extended: 0.00

Table: ID Identifier: RCS200 Description: Chain Store Accident

Quantity: 1.0000 From Date:

Unit of Measure: EA To Date:

Unit Price: 10 Line Type: REV ☒ Accumulate

Gross Extended: 10 Tax Code:  ☐ Tax Exempt

Less Discount: 0.00 Exempt Cert:

Plus Surcharge: 0.00

Net Extended: 0.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 0.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

[Notes](#) [Express Entry](#) [Page Series](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Prev](#) [Next](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1

Step	Action
8.	Click the <a href="#">Accounting</a> link.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD

Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Bill Line

Seq: 5 Line: RCS200 Net Extended: 1,000.00

Identifier: RCS200 Description: Chain Store Accident

Bi Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information Reference Information Personalize | Find | View All | First 1 of 1 Last

Code	Batch	PCA	Fund	Account	Program	Approp	Approp Yr	Dept	Affiliate	Fund Affil	Percentage
REVENUE	C52	11010	0001	5463	1101	A1100	AY2013				100.00

Percent: 100.00 Amount: 1,000.00 Gross Extended: 1,000.00

Seq: 6 Line: RCS100 Net Extended: 20.00

Identifier: RCS100 Description: Test Vending

Bill Line Distribution - Revenue

Acctg Information Reference Information Personalize | Find | View All | First 1 of 1 Last

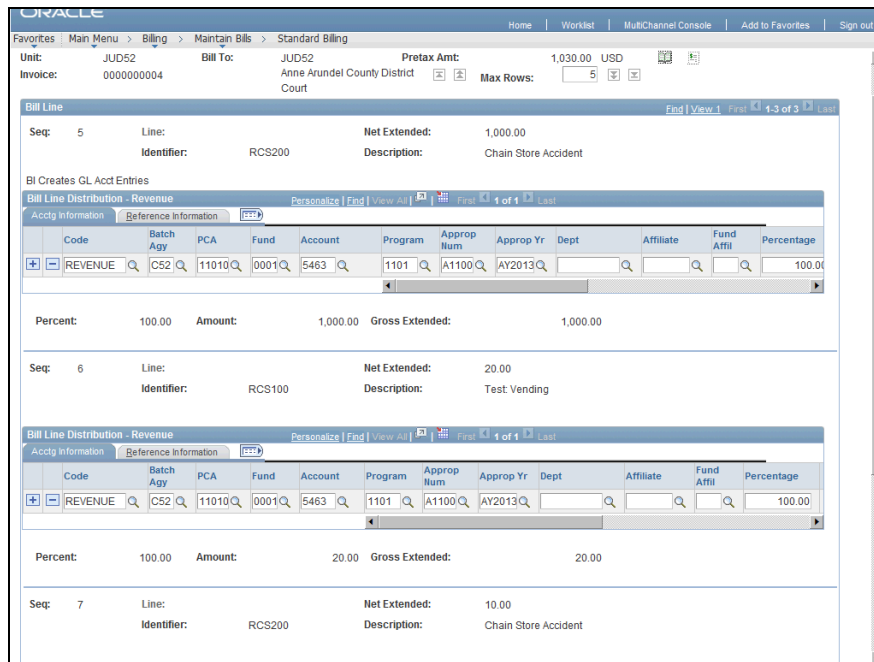
Code	Batch	PCA	Fund	Account	Program	Approp	Approp Yr	Dept	Affiliate	Fund Affil	Percentage
REVENUE	C52	11010	0001	5463	1101	A1100	AY2013				100.00

Percent: 100.00 Amount: 20.00 Gross Extended: 20.00

Seq: 7 Line: RCS200 Net Extended: 10.00

Identifier: RCS200 Description: Chain Store Accident

Step	Action
9.	Accounting entries for ordinal bill lines and bill line adjustments display on the <b>Accounting Entries</b> page.



The screenshot displays the 'Bill Line Distribution - Revenue' window in the GEARs Billing system. It shows three bill lines (Seq 5, 6, 7) with their respective accounting entries. Each line includes a table with columns: Code, Batch, PCA, Fund, Account, Program, Approp Item, Approp Yr, Dept, Affiliate, Fund Affil, and Percentage. The 'Net Extended' values are 1,000.00 for Seq 5, 20.00 for Seq 6, and 10.00 for Seq 7. The 'Description' for Seq 5 is 'Chain Store Accident', for Seq 6 is 'Test Vending', and for Seq 7 is 'Chain Store Accident'.

Step	Action
10.	<p>You have successfully completed the <i>Understanding Billing</i> in GEARs Billing.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- review the pages used to view/enter/modify invoices and bill lines in GEARs Billing.</li> </ul> <p><b>End of Procedure.</b></p>

## 1.5 Understanding Deposits and Payments

When customer payments are received they are recorded in the GEARs Accounts Receivable module. Generally, payments are recorded on a single deposit. At the Judiciary, deposits are created manually or through an interface. All deposits are recorded on a **regular deposit**. A regular deposit is created through the following processes:

- BUS interface

Entering deposits through Regular Deposit entry provides a full range of payment identification and search features that allow users to take advantage of the powerful payment worksheets. Payments are identified as they are entered indicating any customer or identifying information used to match the payment with the open item.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



This topic reviews how customer payments are recorded on a regular deposit.

After completing this topic, you will be familiar with:

- How customer payments are applied in Accounts Receivable
- The pages used to record a regular deposit in GEARS

### Procedure

In this topic, you will review a regular deposit recorded in Accounts Receivable.

The screenshot shows the Oracle GEARS 'Totals' page for a regular deposit. The page is titled 'Totals' and 'Payments'. It displays various fields for accounting and banking information, including Accounting Date, Bank Code, Bank Account, Deposit Type, Control Currency, Format Currency, Rate Type, and Exchange Rate. The 'Control Totals' section shows the Control Total Amount, Entered Total Amount, Difference Amount, Posted Total Amount, and Journalled Total Amount. The 'Control Data' section shows the Received date, Entered date, Posted date, Assigned user, and User.

Step	Action
1.	The <b>Totals</b> displays the accounting date, banking information, deposit type, and deposit totals.

Unit: JUD52 Deposit ID: NEXT [Delete Deposit](#)

\*Accounting Date: 02/19/2013  
 \*Bank Code: BOA  
 \*Bank Account: TEST 003938704459  
 \*Deposit Type: C CASHCHECK

Control Currency: usd  
 Format Currency: USD  
 Rate Type: CRRNT  
 Exchange Rate:

Control Totals		Control Data	
Control Total Amount:	1450	*Count:	1
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

\*Received: 02/19/2013  
 \*Entered: 02/19/2013  
 Posted:  
 Assigned: ken.vp1  
 User: ken.vp1

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Totals | [Payments](#)

Step	Action
2.	The unit displays at the top of the page. The Deposit ID is assigned by the system upon saving the deposit. If the deposit was created by interface, there would be a Deposit ID already assigned.

Unit: JUD52 Deposit ID: NEXT [Delete Deposit](#)

\*Accounting Date: 02/19/2013  
 \*Bank Code: BOA  
 \*Bank Account: TEST 003938704459  
 \*Deposit Type: C CASHCHECK

Control Currency: usd  
 Format Currency: USD  
 Rate Type: CRRNT  
 Exchange Rate:

Control Totals		Control Data	
Control Total Amount:	1450	*Count:	1
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

\*Received: 02/19/2013  
 \*Entered: 02/19/2013  
 Posted:  
 Assigned: ken.vp1  
 User: ken.vp1

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Totals | [Payments](#)

# Training Guide

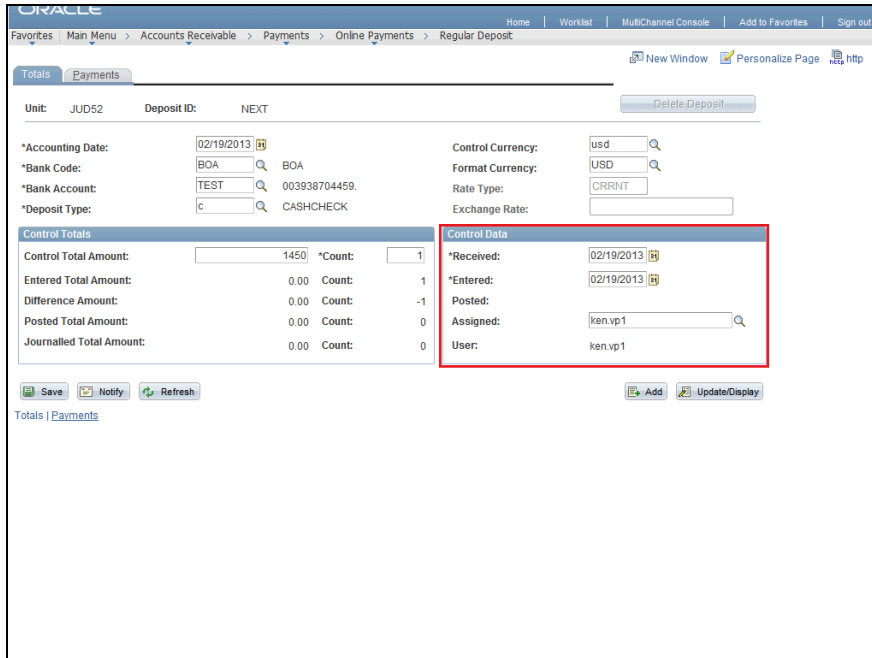
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
3.	<p>Other fields at the top of the page include the following:</p> <ul style="list-style-type: none"> <li>- Accounting Date</li> <li>- Bank Information (code, bank account)</li> <li>- Deposit Type (check, credit card, grant wire)</li> </ul>

The screenshot shows the Oracle AR230 interface for a Regular Deposit. The 'Control Totals' section is highlighted with a red box, showing a Control Total Amount of 1450 and a Count of 1. Other fields include Accounting Date (02/19/2013), Bank Code (BOA), Bank Account (003938704459), Deposit Type (CASHCHECK), Control Currency (USD), Format Currency (USD), Rate Type (CRRNT), and Exchange Rate.

Step	Action
4.	<p>The <b>Control Totals</b> section displays the total amount of the deposit and the number of payments (count) included in the deposit. The number of payments (count) must equal the total control amount.</p>

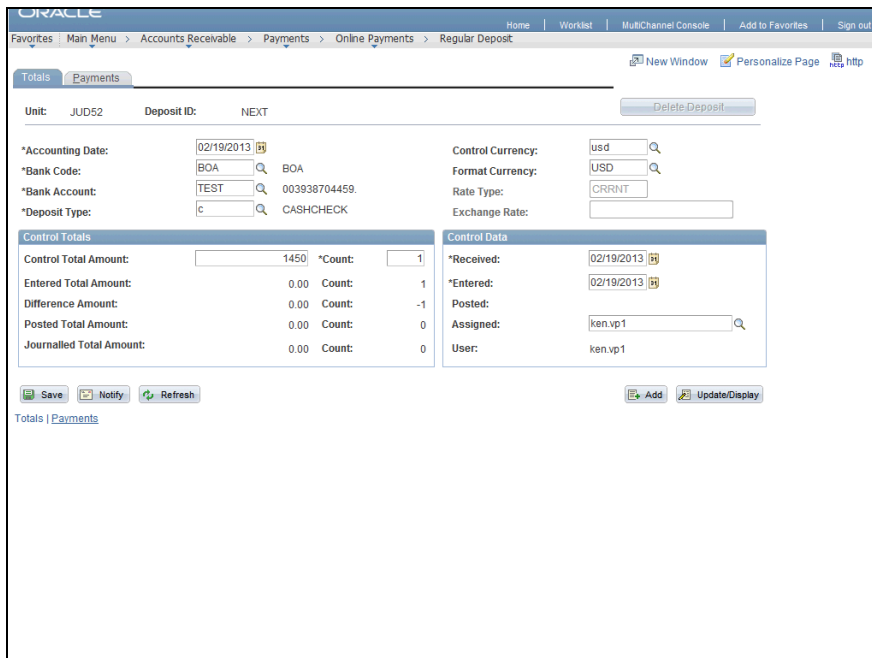


Oracle AR230 - Payments Tab  
 Unit: JUD52 Deposit ID: NEXT  
 \*Accounting Date: 02/19/2013  
 \*Bank Code: BOA  
 \*Bank Account: TEST 003938704459  
 \*Deposit Type: C CASHCHECK  
 Control Currency: usd  
 Format Currency: USD  
 Rate Type: CRRNT  
 Exchange Rate:

Control Totals		Control Data	
Control Total Amount:	1450	*Count:	1
Entered Total Amount:	0.00	*Received:	02/19/2013
Difference Amount:	0.00	*Entered:	02/19/2013
Posted Total Amount:	0.00	Posted:	
Journalled Total Amount:	0.00	Assigned:	ken vp1
		User:	ken vp1

Save Notify Refresh Add Update/Display  
 Totals | Payments

Step	Action
5.	The <b>Control Data</b> section displays the date that the deposit was entered and received and the source.



Oracle AR230 - Payments Tab  
 Unit: JUD52 Deposit ID: NEXT  
 \*Accounting Date: 02/19/2013  
 \*Bank Code: BOA  
 \*Bank Account: TEST 003938704459  
 \*Deposit Type: C CASHCHECK  
 Control Currency: usd  
 Format Currency: USD  
 Rate Type: CRRNT  
 Exchange Rate:

Control Totals		Control Data	
Control Total Amount:	1450	*Count:	1
Entered Total Amount:	0.00	*Received:	02/19/2013
Difference Amount:	0.00	*Entered:	02/19/2013
Posted Total Amount:	0.00	Posted:	
Journalled Total Amount:	0.00	Assigned:	ken vp1
		User:	ken vp1

Save Notify Refresh Add Update/Display  
 Totals | Payments

# Training Guide

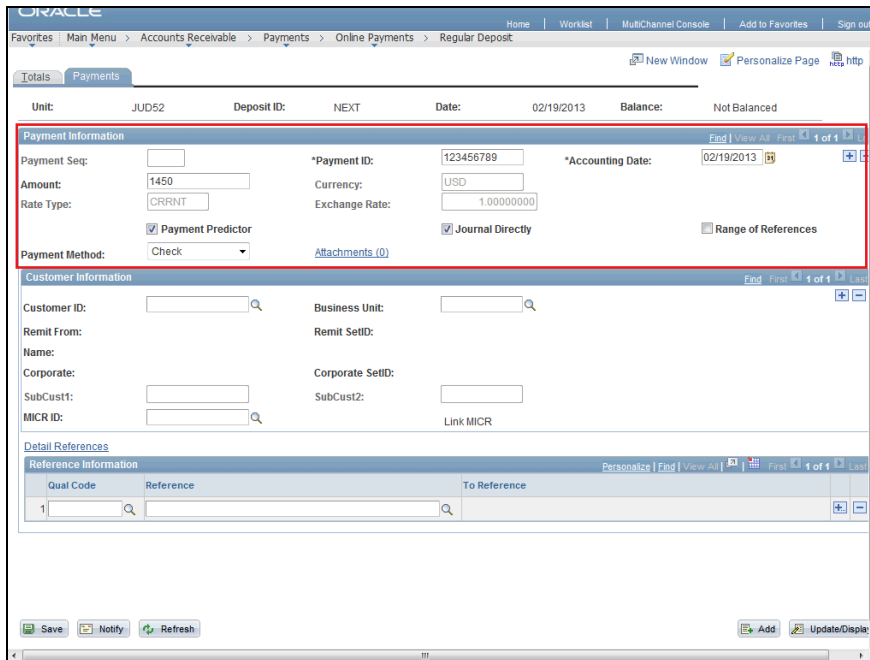
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
6.	Click the <b>Payments</b> tab. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Payments</div>

Step	Action
7.	The <b>Payments</b> tab displays the payments recorded in the deposit. All payments must equal the <b>Control Total Amount</b> on the <b>Totals</b> page.





Step	Action
8.	<p>The <b>Payment Information</b> section lists the amount of a payment, the payment ID, the payment method, and accounting date.</p> <p>The <b>Payment Predictor</b> checkbox is selected for local accounting customer payments.</p> <p>The <b>Journal Directly</b> checkbox is selected for deposits recorded via the Maryland State Treasury Interface.</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals Payments

Unit: JUD52 Deposit ID: NEXT Date: 02/19/2013 Balance: Not Balanced

Payment Information

Payment Seq:  \*Payment ID: 123456789 \*Accounting Date: 02/19/2013

Amount: 1450 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method: Check Attachments (0)

Customer Information

Customer ID:  Business Unit:

Remit From:  Remit SetID:

Name:

Corporate:  Corporate SetID:

SubCust1:  SubCust2:

MICR ID:  Link MICR

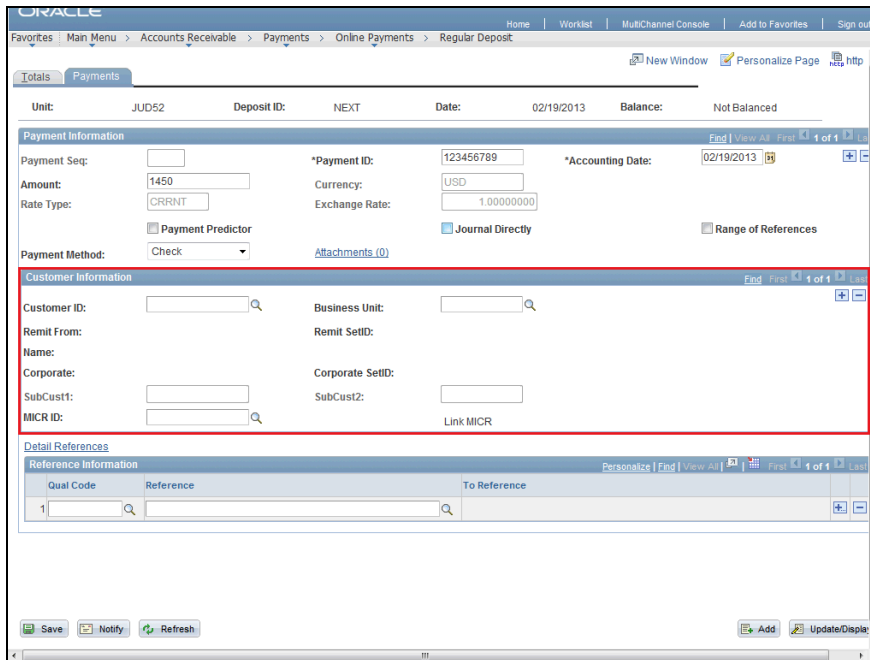
Detail References

Reference Information

Qual Code	Reference	To Reference
1	<input type="text"/>	<input type="text"/>

Save Notify Refresh Add Update/Display

Step	Action
9.	<p>The <b>Customer Information</b> section displays the customer associated with the payment. When you enter a regular deposit manually, you must select a customer to attach to the regular deposit.</p> <p>When regular deposits are created through an interface, the customer information section is automatically populated with the customer information.</p>



The screenshot displays the GEARs AR230 interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, a breadcrumb trail shows 'Accounts Receivable > Payments > Online Payments > Regular Deposit'. The main form is titled 'Payments' and includes fields for 'Unit: JUD52', 'Deposit ID: NEXT', 'Date: 02/19/2013', and 'Balance: Not Balanced'. The 'Payment Information' section contains fields for 'Payment Seq:', 'Amount: 1450', 'Rate Type: CRRNT', 'Payment Method: Check', '\*Payment ID: 123456789', 'Currency: USD', 'Exchange Rate: 1.00000000', and '\*Accounting Date: 02/19/2013'. There are also checkboxes for 'Payment Predictor', 'Journal Directly', and 'Range of References'. The 'Customer Information' section, highlighted with a red border, includes fields for 'Customer ID:', 'Business Unit:', 'Remit From: Name:', 'Remit SetID:', 'Corporate:', 'Corporate SetID:', 'SubCust1:', 'SubCust2:', and 'MICR ID:'. Below this is a 'Detail References' section with a table for 'Reference Information' containing columns for 'Qual Code', 'Reference', and 'To Reference'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
10.	<p>You have successfully completed the <i>Understanding Deposits and Payments</i> topic.</p> <p>You have learned:</p> <ul style="list-style-type: none"> <li>- How customer payments are applied in Accounts Receivable</li> <li>- The pages used to record a regular deposit in GEARS</li> </ul> <p><b>End of Procedure.</b></p>

## Lesson 2: Understanding Key Order-to-Cash System Processes

### Lesson Overview

In this lesson, you will review some of the key system processes that are used to record Circuit Court Local Accounting transactions and the associated accounting impacts in GEARS.

### Lesson Objectives

After completing this lesson, you should be familiar with the following OTC concepts and processes:

- The BUS Interface and the Approval Staging Page
- The Billing Interface
- Revenue Allocation and Charge ID maintenance
- The Single Action Invoice multi-process job

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



### 2.1 Understanding the BUS Interface and the Staging Approval Page

Judiciary Information Systems (JIS) Back Office interface enables fiscal office users to send revenue data to JIS's Enterprise Service Bus. JIS's Enterprise Service Bus collects and transforms the revenue data to a common format and then sends the data to GEARS. In GEARS, the Staging Approval page provides a means of reviewing transactions sent from JIS's Enterprise Service Bus interface to GEARS prior to allocating revenue.

GEARS Staging Approval Page is a key link between JIS and GEARS in that all transactions must be approved on this page before they can be loaded into GEARS. Transactions are displayed for a specific Batch County, District, Location, and ZDate after they are submitted from the JIS Website. User security is in place that only allows users access to the appropriate Batch Counties.

#### **Key Components of the GEARS Staging Approval Page**

The GEARS Staging Approval page summarizes all data that has been submitted through the JIS Website page and presents it by County, District, Location and ZDate. The following key fields and functionality will be provided to support review and approvals:

Item	Description
1. <i>County</i>	Determines which county's data will appear
2. <i>ZDate</i>	The date the register was closed out / reset. This typically represents one day of transactions.
3. <i>Amount</i>	The amount for all the transactions residing in the staging table for the county, district, location and date. This will be used to make sure the totals for the day tie to the close out reports.
4. <i>Cash Treasury Code</i>	A number pre-printed on a deposit slip that must be placed on the record that goes back to the State for them to match the deposit with bank information. The Treasury Code is not captured by the register since it is part of the deposit and is done after the registers have been closed / reset). The Treasury Code will be entered on the page and placed on all the transactions where the method of payment is Cash or Check and the revenue is deposited into the State account. The Cash Treasury Code is always required.
5. <i>Process Selected Dates</i>	A check box to indicate the desire to process the transactions for this date. Only transactions that have not been processed will display on this page. Once selected, they will be moved to an archive table for processed transactions.
6. <i>Delete Selected Dates</i>	Used to delete all the transactions for a given County, District, Location and Date. This feature is included to allow for deletion of a day's worth of transactions in the event incorrect information was sent through the BUS. Use of this button will only be used in the case of a resend of the data.
7. <i>Run Button</i>	Used to kick off the batch process to extract the approved transactions from the staging table and load them to the Billing Interface, Archive and Payment tables and create Customers, as needed.
8. <i>Page Edits</i>	The page will automatically validate that any Treasury Code has not been used within the current fiscal year (for the specified Batch Agency/District/Location Id or the user will be presented with an error message and will not let the user select that transaction for processing.

This topic reviews the key components of the Staging Approval Page in GEARS.

After completing this topic, you will be able to:

- Review the key components of the Staging Approval Page in GEARS

#### **Procedure**

In this topic, you will review key components of the Staging Approval page in GEARS.

ORACLE  
Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process LACD | MOP Totals

Run Control ID: PS\_RECV\_000001MDJUD0000000103 | Report Manager | Process Monitor | Run

County: 53 | Update List

Totals by Date

Zdate	District	Location	Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1	08	04	\$4153.25			

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Process LACD | MOP Totals

Step	Action
1.	<p>The GEARS <b>Staging Approval</b> page summarizes all data that has been submitted through the JIS Website page.</p> <p>The data is presented in GEARS by <b>County, District, Location, and Zdate</b>.</p>
2.	<p>If the data and totals match, select <b>Process Selected Dates</b>. If the data and totals do not match, select <b>Delete Selected Dates</b>.</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE  
Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process LACD | MOP Totals

Run Control ID: PS\_REC\_V\_000001MDJUD0000000103 [Report Manager](#) [Process Monitor](#) [Run](#)

County 53 [Update List](#)

Totals by Date

	Zdate	District	Location	Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1	08	04	\$4153.25				

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Process LACD | MOP Totals

Step	Action
3.	Once you verify that the data and totals (Zdate, Batch Agency, amounts) are correct, you enter the treasury code in the <b>Cash Treasury Code</b> field.

ORACLE  
Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process LACD | MOP Totals

Run Control ID: PS\_REC\_V\_000001MDJUD0000000103 [Report Manager](#) [Process Monitor](#) [Run](#)

County 53 [Update List](#)

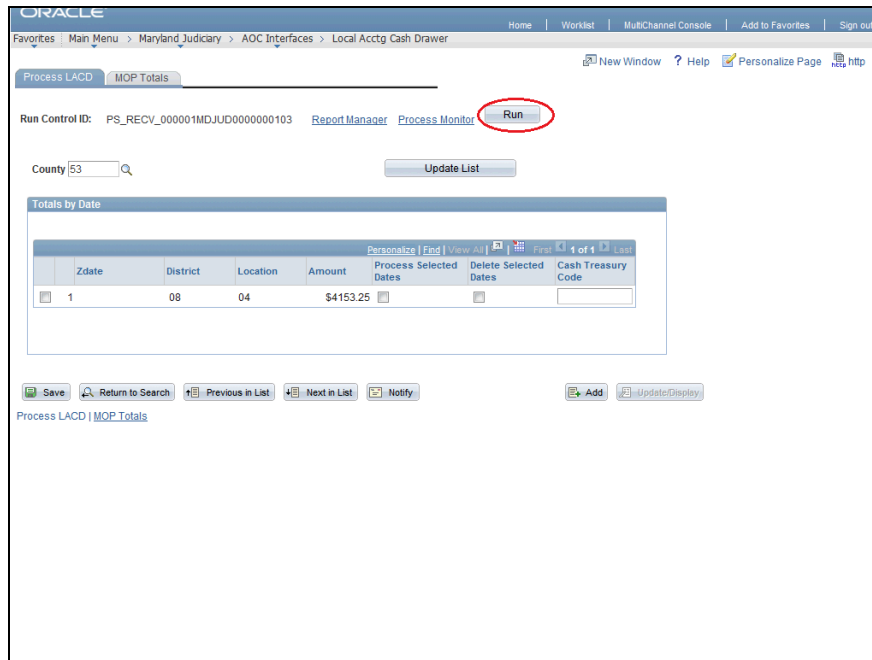
Totals by Date

	Zdate	District	Location	Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1	08	04	\$4153.25				

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Process LACD | MOP Totals

Step	Action
4.	<p>After you have entered the Cash Treasury Code, you select <b>Run</b>.</p> <p>By selecting <b>Run</b>, this process initiates a batch process that allocates revenue, creates customers, creates bills, and creates the FAR report.</p>



The screenshot shows the ORACLE GEARs interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below that, a breadcrumb trail reads 'Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer'. The main area has a 'Process LACD' tab selected, with 'MOP Totals' as the sub-tab. A 'Run Control ID' field contains 'PS\_REC\_V\_000001MDJUD0000000103'. To the right of this field are links for 'Report Manager', 'Process Monitor', and a 'Run' button which is circled in red. Below the 'Run Control ID' is a 'County' dropdown set to '53' and an 'Update List' button. A 'Totals by Date' section contains a table with columns: 'Zdate', 'District', 'Location', 'Amount', 'Process Selected Dates', 'Delete Selected Dates', and 'Cash Treasury Code'. The table has one row with values: '1', '08', '04', '\$4153.25'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Step	Action
5.	<p>You have successfully completed the <i>Understanding the Staging Approval Page</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- review the key components of the Staging Approval page in GEARs</li> </ul> <p><b>End of Procedure.</b></p>

## 2.2 Understanding the Billing Interface

Revenue transactions approved on the **Staging Approval** page must be loaded into the Billing Interface tables in order to generate invoices in the Billing module. The Billing Interface consolidates the transactions and creates invoices within Billing in order to support downstream processing and reporting.

### What is the Billing Interface?

The **Billing Interface** is a staging area for all billing activity from external sources. GEARs Billing allows you to enter bills online or to import billing activity through the Billing Interface from external billing sources such as the BUS interface or the Project Costing (for Grants

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Sponsor billing). The majority of bills that GEARS Billing creates come from the Billing Interface. GEARS uses online bill entry primarily for low-volume and miscellaneous billings.

This topic reviews the run control page used to run the Billing Interface process in GEARS Billing.

After completing this topic, you will familiar with:

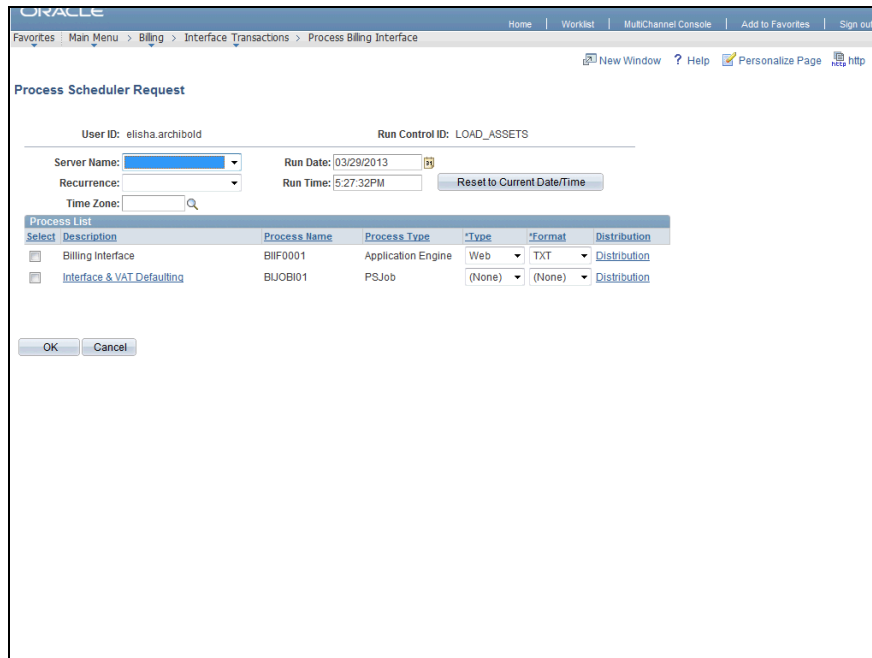
- the Billing Interface run control page

### Procedure

In this topic, you will review the page used to run the Billing Interface Run Control page in GEARS Billing.

Step	Action
1.	<p>The <b>Process Billing Interface</b> page allows you to import billing activity from external billing sources such as order management or project costing.</p> <p>This page allows you to set interface parameters before running the Billing Interface process. Using a run control ID, you will enter the <b>From Interface ID</b> and the <b>To Interface ID</b>, and then select <b>Run</b>.</p> <p><b>NOTE:</b> if interface activity within the Interface ID range has been previously process successfully; it will not be available to be selected for processing again.</p>





Step	Action
2.	<p>You have successfully completed the <i>Understanding the Billing Interface</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- review the pages used to run the Billing Interface in GEARS</li> </ul> <p><b>End of Procedure.</b></p>

## 2.3 Understanding Revenue Allocation

All revenue transactions processed via the BUS Interface into GEARS will be revenue allocated within GEARS. After users enter a Treasury Code and approve the transactions on the **Staging Approval** page, the system will automatically allocate revenue based upon predefined rules for each **Business Unit** and **Charge ID**.

### What is a Charge ID?

Charge IDs are defined within GEARS to determine the revenue allocation rules for each court. Each cash register account code is mapped one-to-one to a GEARS Charge ID and controls the revenue rules for each item.

An example would be 'CCS1210' which represents "Licenses - Union Bridge". CCS1210 would be sent to GEARS, validated, and then follow the rules defined for that specific court.

### Charge ID Page

The Charge ID maintenance page allows the user access to maintain the rules for each Charge ID.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Specific fields of interest include:

- Bill Type – categorizes each item
- Transaction Type – determines the action to take for each item; including whether or not to process the data into GEARS
- Payment (Escrow)
- Revenue
- No Action
- Distribution ID / Revenue Splits – determines the allocation rules for the specific item

### **How Revenue is Allocated?**

Assume a \$100.00 charge is posted on a receipt containing the code, RCS-280. Based upon the percentage rules defined for the Charge ID, GEARS will automatically generate the following transaction for this code:

-\$90.00 against distribution code R-5460

-\$10.00 against distribution code R-9588

If you need to make an adjustment to bill lines, you can make adjustments (e.g., reallocating revenue to another account) on the Standard Bill pages in GEARS Billing.

Local Accounting personnel will need to identify the invoice to adjust and to correct revenue allocation due to an incorrect Account Code used for a register transaction. The local accounting personnel will need to adjust the invoice with the total amount of revenue to re-allocate to another account calculated.

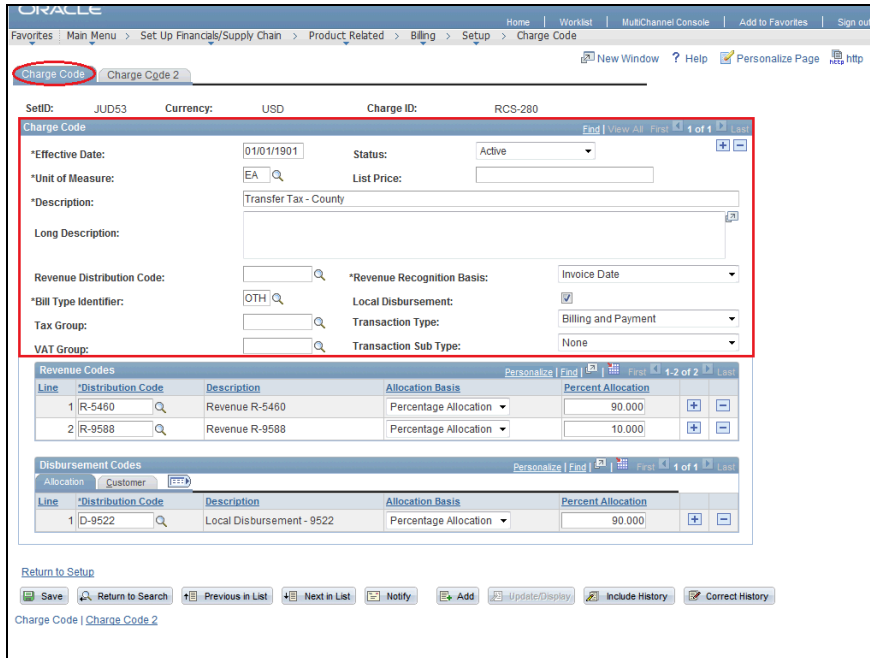
This topic reviews the Charge ID and the Standard Billing pages in GEARS Billing.

After completing this topic, you will be able to:

- Review the Charge ID page used to determine the revenue allocation rules for each court in GEARS Billing
- Review the Standard Billing page

### **Procedure**

In this topic, you will review the Charge ID page and Standard Billing page used to determine the revenue allocation rules for each court in GEARS Billing.



**Charge Code**

SetID: JUD53 Currency: USD Charge ID: RCS-280

**Charge Code**

\*Effective Date: 01/01/1901 Status: Active

\*Unit of Measure: EA List Price:

\*Description: Transfer Tax - County

Long Description:

Revenue Distribution Code: \*Revenue Recognition Basis: Invoice Date

\*Bill Type Identifier: OTH Local Disbursement: ☒

Tax Group: Transaction Type: Billing and Payment

VAT Group: Transaction Sub Type: None

Line	Distribution Code	Description	Allocation Basis	Percent Allocation
1	R-5460	Revenue R-5460	Percentage Allocation	90.000
2	R-9588	Revenue R-9588	Percentage Allocation	10.000

Line	Distribution Code	Description	Allocation Basis	Percent Allocation
1	D-9522	Local Disbursement - 9522	Percentage Allocation	90.000

Return to Setup

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Charge Code | Charge Code 2

Step	Action
1.	<p>The <b>Charge Code</b> page allows you to set up charge codes or to display existing charge codes. It allows you access to maintain the rules for each Charge ID.</p> <p>The <b>Charge Code</b> section displays information such as effective date, unit of measure, status, list price, description, bill type identifier for the charge code.</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Oracle AR230 - Charge Code Setup

SetID: JUD53 Currency: USD Charge ID: RCS-280

Charge Code: JUD53

\*Effective Date: 01/01/1901 Status: Active

\*Unit of Measure: EA List Price:

\*Description: Transfer Tax - County

Long Description:

Revenue Distribution Code: \*Revenue Recognition Basis: Invoice Date

\*Bill Type Identifier: OTH Local Disbursement: ☒ Billing and Payment

Tax Group: Transaction Type: None

VAT Group: Transaction Sub Type:

Line	Distribution Code	Description	Allocation Basis	Percent Allocation
1	R-5460	Revenue R-5460	Percentage Allocation	90.000
2	R-9588	Revenue R-9588	Percentage Allocation	10.000

Disbursement Codes

Line	Distribution Code	Description	Allocation Basis	Percent Allocation
1	D-9522	Local Disbursement - 9522	Percentage Allocation	90.000

Return to Setup

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Charge Code | Charge Code 2

Step	Action
2.	<p>The <b>Revenue Codes</b> section displays the distribution breakdown of the distributions, including distribution code, description, allocation basis (fixed or percentage), percent allocation. For percentage values the percentages must equal 100%.</p> <p>In this example, there are two distribution codes associated with this charge code, <i>RCS-280</i>, based on a percentage allocation of 90% for distribution code, <i>R-5460</i> and 10% for distribution code, <i>R-9588</i>.</p>

Oracle AR230 Charge Code setup screen. The 'Disbursement Codes' section is highlighted with a red box, showing a table with columns: Line, Distribution Code, Description, Allocation Basis, and Percent Allocation. The table contains one entry: Line 1, Distribution Code D-9522, Description Local Disbursement - 9522, Allocation Basis Percentage Allocation, and Percent Allocation 90.000.

Step	Action
3.	The <b>Disbursement Codes</b> section displays the disbursement codes. These codes simplify the process of generating accounting entries by defining a valid combination of ChartField values.

Oracle AR230 Standard Billing screen. The 'Standard Billing' tab is selected. The screen displays various fields for setting up a bill, including Unit (JUD52), Invoice (0000000004), Pretax Amt (1,030.00 USD), Status (NEW), Invoice Date (01/04/2013), Cycle ID (DAILY), and various other fields for customer information, billing details, and payment terms.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
4.	<p>Now, that the Charge ID Code has been set up, let's take a look at the Standard Billing page. The <b>Standard Billing</b> page is where you can, for example, reallocate revenue to another account.</p> <p>For example, if you discover that an incorrect revenue allocation was applied to an invoice, you would use the Standard Billing page to adjust and correct the revenue allocation.</p>

Step	Action
5.	<p>The <b>Standard Billing Header - Info 1</b> page allows you to access and review general bill information at the header level.</p> <p>Select the invoice date that you want to appear on the bill. If you specify a value that falls within a period that is currently closed in GEARS Billing and the accounting date is not specified, the system issues a warning</p>

Header - Info 1 | Line - Info 1

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD  
Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

**Bill Line**

Identifier Look Up Date: 01/04/2013

Seq: 5 Line: Identifier: TEST\_CHARGE\_CODE Net Extended: 1,000.00  
Table: ID Identifier: Description: Charge Code for Testing

Quantity: 1.0000 From Date: To Date: Line Type: REV Accumulate  
Unit of Measure: EA Unit Price: 1,000.0000 Tax Code: Tax Exempt  
Gross Extended: 1,000.00 Exempt Cert:

Less Discount: 0.00  
Plus Surcharge: 0.00

Net Extended: 1,000.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 1,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
Notes Express Entry  
Summary Bill Search Line Search Navigation: Line - Info 1 Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Step	Action
6.	<p>The <b>Standard Billing - Line Info 1</b> page displays the bill lines for the invoice.</p> <p>The invoice may have one or more bill lines. The number of bill lines is indicated in the top right corner of the <b>Bill Lines</b> section.</p>

Header - Info 1 | Line - Info 1

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD  
Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

**Bill Line**

Identifier Look Up Date: 01/04/2013

Seq: 7 Line: Identifier: RCS200 Net Extended: 0.00  
Table: ID Identifier: Description: Chain Store Accident

Quantity: 1.0000 From Date: To Date: Line Type: REV Accumulate  
Unit of Measure: EA Unit Price: 10 Tax Code: Tax Exempt  
Gross Extended: 10 Exempt Cert:

Less Discount: 0.00  
Plus Surcharge: 0.00

Net Extended: 0.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 0.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
Notes Express Entry  
Summary Bill Search Line Search Navigation: Line - Info 1 Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

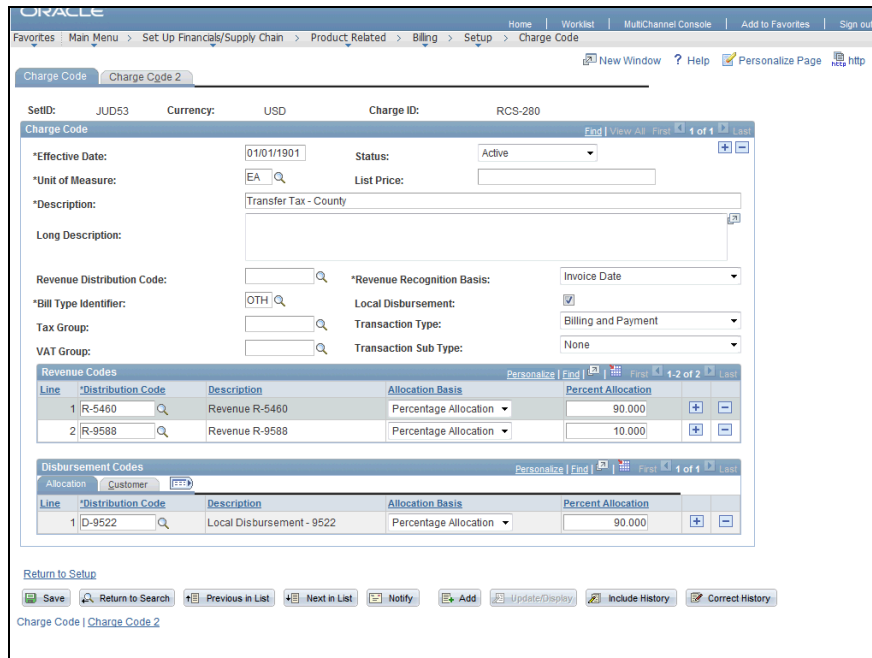


Step	Action
7.	<p>If you scroll down the page, select, 'Accounting'. Selecting Accounting will take you to the page that displays the accounting entries for this invoice.</p> <p>Click the <a href="#">Accounting</a> link.</p> <p><a href="#">Accounting</a></p>

The screenshot displays the Oracle Billing and Revenue Management interface. At the top, the navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The main header shows 'Unit: JUD52', 'Invoice: 0000000004', 'Bill To: JUD52 Anne Arundel County District Court', and 'Pretax Amt: 1,030.00 USD'. Below this, the 'Bill Line' section shows 'Seq: 5', 'Line: RCS200', 'Net Extended: 1,000.00', and 'Description: Chain Store Accident'. The 'Bill Line Distribution - Revenue' section is expanded, showing a table with columns: Code, Batch, PCA, Fund, Account, Program, Approp Item, Approp Yr, Dept, Affiliate, Fund Affil, and Percentage. The table contains one row: 'REVENUE', 'C52', '11010', '0001', '5463', '1101', 'A1100', 'AY2013', and '100.00'. Below the table, the 'Percent' is 100.00 and the 'Amount' is 1,000.00. The 'Gross Extended' is 1,000.00. The 'Seq: 6' section shows 'Line: RCS100', 'Net Extended: 20.00', and 'Description: Test Vending'. The 'Bill Line Distribution - Revenue' section is also expanded, showing a table with columns: Code, Batch, PCA, Fund, Account, Program, Approp Item, Approp Yr, Dept, Affiliate, Fund Affil, and Percentage. The table contains one row: 'REVENUE', 'C52', '11010', '0001', '5463', '1101', 'A1100', 'AY2013', and '100.00'. Below the table, the 'Percent' is 100.00 and the 'Amount' is 20.00. The 'Gross Extended' is 20.00. The 'Seq: 7' section shows 'Line: RCS200', 'Net Extended: 10.00', and 'Description: Chain Store Accident'.

Step	Action
8.	<p>Accounting entries for ordinal bill lines and bill line adjustments display on the <b>Accounting Entries</b> page.</p>





**Charge Code** Charge Cgde 2

SetID: JUD53 Currency: USD Charge ID: RCS-280

\*Effective Date: 01/01/1901 Status: Active

\*Unit of Measure: EA List Price:

\*Description: Transfer Tax - County

Long Description:

Revenue Distribution Code: \*Revenue Recognition Basis: Invoice Date

\*Bill Type Identifier: OTH Local Disbursement: ☒

Tax Group: Transaction Type: Billing and Payment

VAT Group: Transaction Sub Type: None

Line	Distribution Code	Description	Allocation Basis	Percent Allocation
1	R-5460	Revenue R-5460	Percentage Allocation	90.000
2	R-9588	Revenue R-9588	Percentage Allocation	10.000

Line	Distribution Code	Description	Allocation Basis	Percent Allocation
1	D-9522	Local Disbursement - 9522	Percentage Allocation	90.000

Return to Setup

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Charge Code | Charge Code 2

Step	Action
9.	<p>You have successfully completed the <i>Understanding Revenue Allocation</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- enter/review the Charge ID page and the Standard Billing page in GEARS</li> </ul> <p><b>End of Procedure.</b></p>

## 2.4 Understanding Single Action Invoicing

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger.

Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

1. The initial process finalizes and creates a printed document for the invoice.
2. The next process creates the accounting lines for the Revenue and Accounts Receivable distribution.
3. The last process loads the invoices into the pending AR customer files.

This topic reviews the run control page used to initiate the Single Action Invoice process request in GEARS Billing.

After completing this topic, you will be familiar with:

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



- the **Single Action Invoice** run control page used to process single-action jobs in GEARS

### Procedure

In this topic, you will review the **Single Action Invoice** page used to process the invoice finalization and load to receivables, general ledger, and payables for each court in GEARS Billing.

Step	Action
1.	On the <b>Single Action Invoice</b> process request page, you have to select process parameters including, invoice dates, options, posting action, and the bills or invoices that will be processed.
2.	The <b>Invoice Date Option</b> section selects the date that the invoice was created.  In this example, the Run Control will use the processing date to run the process.
3.	The <b>Posting Action</b> should always be Batch Standard.
4.	The <b>Range Selection</b> section allows you to select invoices to be processed with the single action invoice job.  In this example, the Bill Source is selected which requires you to identify the source of the invoice. In this example, the invoices come from register transactions.
5.	Use the <b>Bills To Be Processed</b> icon to view the invoices selected for processing.
6.	To run the process, use the <b>Run</b> button at the top of the page.

Step	Action
7.	<p>You have successfully completed the <i>Understanding Single Action Invoicing</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- review the page used to enter and run Single Action Invoicing in GEARs</li> </ul> <p><b>End of Procedure.</b></p>

## 2.5 Understanding the Receivable Update (ARUPDATE) Process

All OTC transactions are posted to the Billing and Accounts Receivable modules using the **Receivable Update (ARUPDATE)** job. The Receivable Update (ARUPDATE) multi-process job is responsible for posting items in Billing, payments and maintenance activities in Accounts Receivable. The process updates customer balances, updates item status, and creates accounting entries for a specified Business Unit and accounting date range.

It is important to note that when the Receivable Update job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

After completing this topic, you will be familiar with:

- How the Receivable Update process is used to update customer balances and other statuses in Billing and Accounts Receivable
- The Receivable Update Request page and process request parameters

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



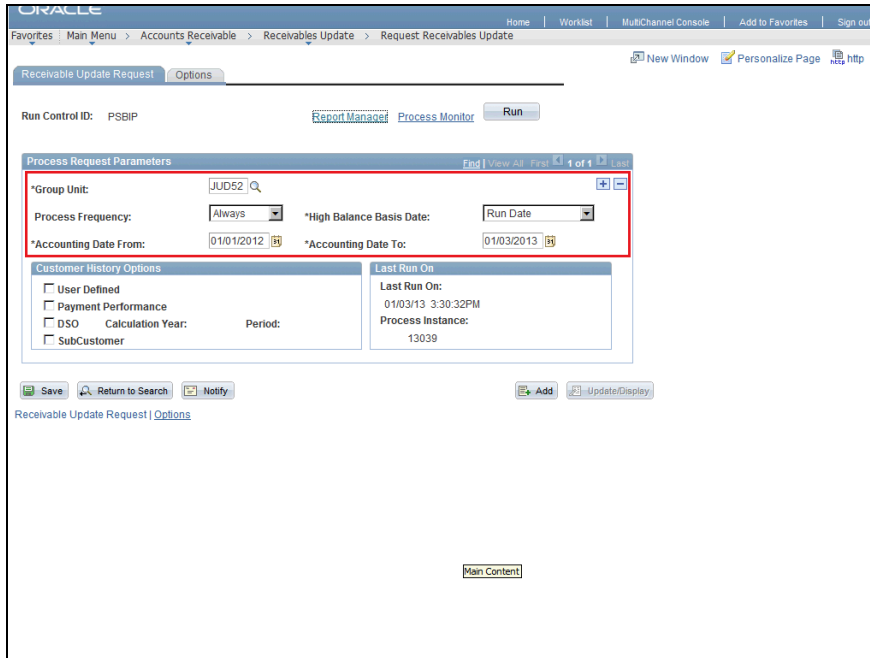
### Procedure

In this topic, you will review the **Receivable Update Request** page and the process parameters required to run the process.

Step	Action
1.	The <b>Request Receivables Update</b> (ARUPDATE) page posts items in Billing and payments and maintenance activities in Accounts Receivable.

The screenshot shows the Oracle Receivable Update Request page. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there's a breadcrumb trail: 'Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update'. The main content area has a tabbed interface with 'Receivable Update Request' and 'Options'. The 'Run Control ID' field is highlighted with a red circle and contains the value 'PSBIP'. Below this, there's a 'Process Request Parameters' section with fields for 'Group Unit' (JUD52), 'Process Frequency' (Always), 'High Balance Basis Date' (Run Date), 'Accounting Date From' (01/01/2012), and 'Accounting Date To' (01/03/2013). There's also a 'Customer History Options' section with checkboxes for 'User Defined', 'Payment Performance', 'DSO', and 'SubCustomer'. A 'Last Run On' section shows the last run date and time: '01/03/13 3:30:32PM' and 'Process Instance: 13039'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Step	Action
2.	<p>The <b>Run Control ID</b> for the process displays at the top of the <b>Receivable Update Request</b> page.</p> <p>When you run the <b>Receivable Update</b> process for the first time, you will need to create a new run control ID. For subsequent runs, you can search for the run control ID that you have already created and use it to run the process.</p>



Oracle  
Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Receivable Update Request | Options

Run Control ID: PSBIP | [Report Manager](#) | [Process Monitor](#) | [Run](#)

**Process Request Parameters** | End | View All | Page 1 of 1 | Last

\*Group Unit: JUD52 | [Q](#)

Process Frequency: Always | \*High Balance Basis Date: Run Date

\*Accounting Date From: 01/01/2012 | \*Accounting Date To: 01/03/2013

**Customer History Options**

☐ User Defined  
☐ Payment Performance  
☐ DSO Calculation Year: Period:  
☐ SubCustomer

**Last Run On:**  
 Last Run On: 01/03/13 3:30:32PM  
 Process Instance: 13039

[Save](#) | [Return to Search](#) | [Notify](#) | [Add](#) | [Update/Display](#)

Receivable Update Request | Options

[Main Content](#)

Step	Action
3.	<p>In the <b>Process Request Parameters</b> section is where you enter and/or update the values in the <b>Group Unit</b>, <b>Process Frequency</b>, and <b>Accounting Date From/To</b> fields.</p> <p>The <b>Receivable Update</b> process will select all transactions set to post for the parameters selected on this page.</p>

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## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

Receivable Update Request | Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

\*Group Unit: JUD52 [+](#) [-](#)

Process Frequency: Always \*High Balance Basis Date: Run Date

\*Accounting Date From: 01/01/2012 \*Accounting Date To: 01/03/2013

Customer History Options

☐ User Defined

☐ Payment Performance

☐ DSO Calculation Year: Period:

☐ SubCustomer

Last Run On

Last Run On: 01/03/13 3:30:32PM

Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

Step	Action
4.	Users with authority can post more than one batch agency at a time by clicking the plus sign button and adding parameters for each <b>Group Unit</b> .

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

Receivable Update Request | Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

\*Group Unit: JUD52 [+](#) [-](#)

Process Frequency: Always \*High Balance Basis Date: Run Date

\*Accounting Date From: 01/01/2012 \*Accounting Date To: 01/03/2013

Customer History Options

☐ User Defined

☐ Payment Performance

☐ DSO Calculation Year: Period:

☐ SubCustomer

Last Run On

Last Run On: 01/03/13 3:30:32PM

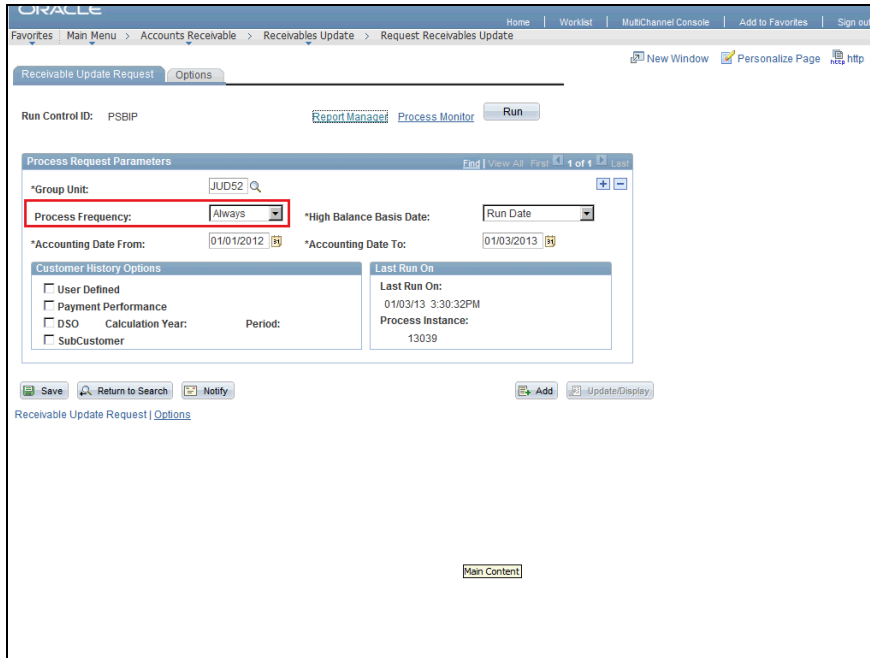
Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

Main Content

Step	Action
5.	Enter the batch agency for which you are posting activity in the <b>Group Unit</b> field.



Oracle Receivables Update Request Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Request Parameters**

\*Group Unit: JUD52

**Process Frequency:** Always

\*High Balance Basis Date: Run Date

\*Accounting Date From: 01/01/2012

\*Accounting Date To: 01/03/2013

**Customer History Options**

☐ User Defined

☐ Payment Performance

☐ DSO Calculation Year: Period:

☐ SubCustomer

**Last Run On**

Last Run On: 01/03/13 3:30:32PM

Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[Receivable Update Request | Options](#)

[Main Content](#)

Step	Action
6.	<p>You may choose from "Always", "Don't", and "Once" in the <b>Process Frequency</b> list.</p> <p>Typically, you will select "Always". You will run the <b>Receivable Update</b> for the <b>Group Unit</b> each time.</p> <p><b>NOTE:</b> For users with authority to run the process for more than one <b>Group Unit</b>, you may not want to run <b>Receivable Update</b> for all units. You can change the process frequency to "Don't" for the units that you do not want to post.</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

Receivable Update Request | Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

\*Group Unit: JUD52

Process Frequency: Always \*High Balance Basis Date: Run Date

\*Accounting Date From: 01/01/2012 \*Accounting Date To: 01/03/2013

Customer History Options

☐ User Defined

☐ Payment Performance

☐ DSO Calculation Year: Period:

☐ SubCustomer

Last Run On

Last Run On: 01/03/13 3:30:32PM

Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

Main Content

Step	Action
7.	Enter the accounting date range of the activity to be posted in the <b>Accounting Date From/To</b> fields.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

Receivable Update Request | Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

\*Group Unit: JUD52

Process Frequency: Always \*High Balance Basis Date: Run Date

\*Accounting Date From: 01/01/2012 \*Accounting Date To: 01/03/2013

Customer History Options

☐ User Defined

☐ Payment Performance

☐ DSO Calculation Year: Period:

☐ SubCustomer

Last Run On

Last Run On: 01/03/13 3:30:32PM

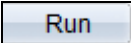
Process Instance: 13039

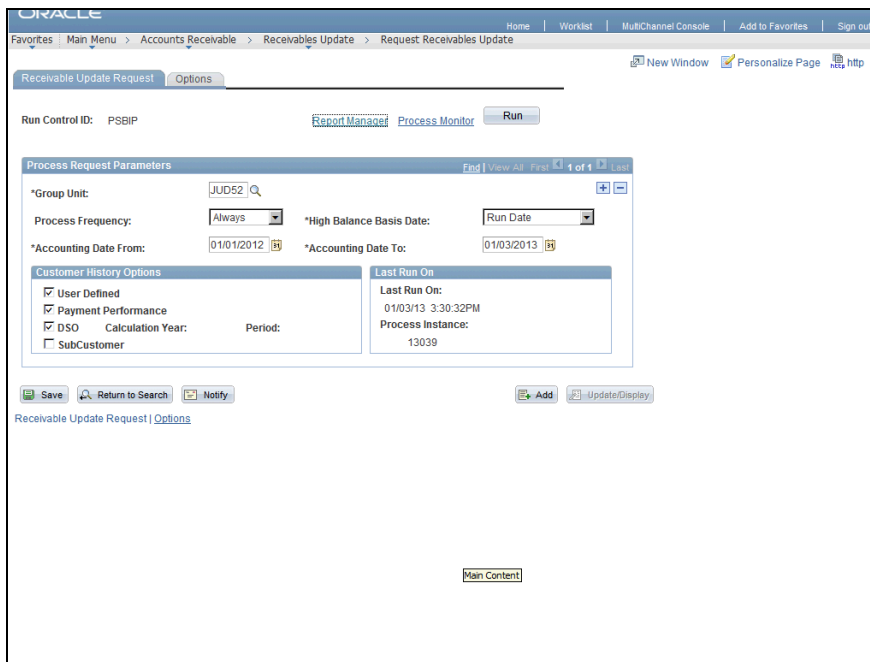
[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

Main Content



Step	Action
8.	To schedule the process to run, click the <b>Run</b> button. 



Step	Action
9.	You have successfully completed the <i>Understanding the Receivable Update (ARUPDATE) Process</i> topic.  You have reviewed the <b>Receivable Update Request</b> page and process request parameters required to run the process. <b>End of Procedure.</b>

## Lesson 3: Processing Cash Register Interface to Billing and AR

### Lesson Overview

The Billing and Receivables modules in GEARS will collect data from each local court cash register (UCS, RCS, and standalone) through the Judiciary Information Systems (JIS) Back Office interface, called the "BUS", which aggregates and standardizes the data for collection in GEARS. Upon register Z out / reset, each court location will run the BUS interface (an on demand process). Local Accounting personnel will review transaction totals by Batch Agency, court location, and date, ensuring the BUS totals match that of the Z Report. Personnel will add the treasury number to cash and check transactions - this will carry forth on the Daily TRN (Transaction) file so GAD (General Accounting Division) can match the transaction with the bank deposit in FMIS (Financial Management Information System).

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



### Lesson Objectives

After completing this lesson, you will be familiar with:

- Allocating revenue using invoices
- How to record cash drawer deposits

## 3.1 Running the BUS Interface to Billing (Detail Side of Transaction)

### Running the BUS Interface to Billing (Detail Side of Transaction)

The Cash Register interface process will create a new bill in the GEARS Billing module. Each bill corresponds with a register receipt. The transaction code from the Cash Register will be mapped to a Charge Code in GEARS. Each Charge Code will have an appropriate Revenue Account(s) assigned. Upon completion of the Billing process (after the Single Action Invoice Process is run), the appropriate Revenue and Customer journal entries will be created. For case and traffic related transactions, the case or ticket number will be automatically entered in the Bill of Lading field.

In this section, you will use several pages within in the Billing module to run the BUS Interface to Billing (Detail Side of Transaction).

After completing this section, you will be able to:

- Enter the treasury code on the Staging Approval page
- Run the billing interface
- Run the FAR Report and verify the revenue allocation
- Adjust revenue allocation by bill line
- Change the status of bills en masse
- Run tech Single Action Invoice Process
- Run the AR Update

### 3.1.1 Entering the Treasury Code on Staging Approval Page

Judiciary Information Systems (JIS) Back Office interface enables fiscal office users to send revenue data to JIS's Enterprise Service Bus. JIS's Enterprise Service Bus collects and transforms the revenue data to a common format and then sends the data to GEARS. In GEARS, the **Staging Approval** page provides a means of reviewing transactions sent from JIS's Enterprise Service Bus interface to GEARS prior to allocating revenue.

GEARS **Staging Approval** page is a key link between JIS and GEARS in that all transactions must be approved on this page before these transactions can be loaded into GEARS. Transactions are displayed for a specific Batch County, District, Location, and ZDate after they are submitted from the JIS Website. User security is in place that only allows users to access those Batch Counties where they have access.

You use the Staging Approval page to verify the accuracy of the data, including verifying that staging table totals match Z report totals (by court location and date). If the totals and data match, the next step is to enter Treasury Code per line item (which represents a court location on a specific date).

If the totals and data do not match, the discrepancy will need to be diagnosed, and the data will need to be wiped clean from the staging table, and the Cash Register Interface (BUS) will need to be re-run.




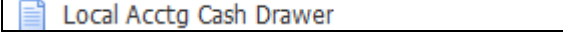
In this topic, you will use the **Staging Approval** page in GEARS Billing to enter the Treasury Code on the Staging Approval page.

After completing this topic, you will be able to:

- Access the Staging Approval page and verify Z Report totals match totals in staging table by court location and date
- Enter the Treasury Code on the Staging Approval page

### Procedure

In this topic, you will learn how the BUS interface will transmit data from the cash register to the staging table.

Step	Action
1.	Begin by navigating to the <b>Process LACD</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Maryland Judiciary</b> menu. 
3.	Click the <b>AOC Interfaces</b> menu. 
4.	Click the <b>Local Acctg Cash Drawer</b> menu. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



GEARS

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

New Window ? Help http

### Process LACD

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

Find an Existing Value | Add a New Value

Step	Action
5.	<p>The <b>Local Accounting Cash Drawer - Process LACD</b> search page displays.</p> <p>Clicking on Search will take you to the <b>Staging Approval</b> page.</p> <p>Click the <b>Search</b> button.</p> <p>Search</p>

Oracle  
Favorites | Main Menu | Maryland Judiciary | AOC Interfaces | Local Acctg Cash Drawer | Home | Worklist | MultiChannel Console | Sign out

Process LACD | MOP Totals

Run Control ID: PROCESS\_CASH\_DRAWER\_RECEIPTS | [Report Manager](#) | [Process Monitor](#) | [Run](#)


County

Totals by Date

Zdate	District	Location	Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1						

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Process LACD | MOP Totals

Step	Action
6.	<p>The <b>Process LACD</b> page displays.</p> <p>Click the <b>Look up County</b> button.</p> 

Oracle  
Favorites | Main Menu | Maryland Judiciary | AOC Interfaces | Local Acctg Cash Drawer | Home | Worklist | MultiChannel Console | Sign out

Process LACD | MOP Totals

Run Control ID: PROCESS\_CASH\_DRAWER\_RECEIPTS | [Report Manager](#) | [Process Monitor](#) | [Run](#)

County

Totals by Date

Zdate	District	Location
1		

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Process LACD | MOP Totals

**Look Up County**

Search by: Batch County begins with


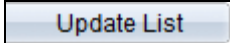

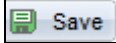
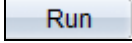
[Look Up](#) [Cancel](#) [Advanced Lookup](#)

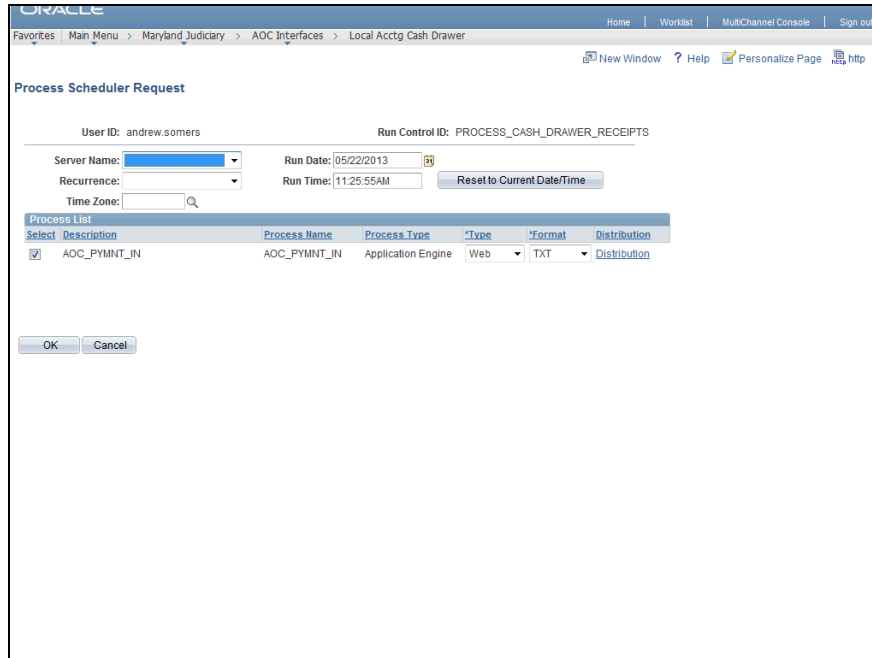
**Search Results**

View 100	First	1 of 1	Last
Batch County	AOC COURT	AOC Court Location	
03	Circuit Court	Allegany County	

# **Training Guide** **AR230 – Managing Customer Billing,** **Receivables and Customer Payments –** **District Court**



Step	Action
7.	<p>The <b>Look Up County</b> window displays.</p> <p>Click the <b>01</b> link.</p> 
8.	<p>Select <b>Update List</b> to obtain the cash register transaction(s) that were transmitted from the BUS Interface for that County.</p> <p>Click the <b>Update List</b> button.</p> 
9.	<p>The list of cash drawer receipts to be verified and processed displays (by receipt date, district, location, and amount).</p> <p>Click the <b>Process Selected Dates</b> option for the second line item.</p> 
10.	<p>Enter the desired information into the <b>Cash Treasury Code</b> field. Enter "<b>123456</b>" for example.</p>
11.	<p>Click the <b>Save</b> button.</p> 
12.	<p>Selecting <b>Run</b> initiates a batch process that allocates revenue, creates customers, creates bills, allocates revenue, and creates the FAR report.</p> <p>Click the <b>Run</b> button.</p> 



Oracle

Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

New Window ? Help Personalize Page http

**Process Scheduler Request**

User ID: andrew.somers Run Control ID: PROCESS\_CASH\_DRAWER\_RECEIPTS

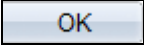
Server Name: Run Date: 05/22/2013

Recurrence: Run Time: 11:25:55AM Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AOC_PYMNT_IN	AOC_PYMNT_IN	Application Engine	Web	TXT	Distribution

OK Cancel

Step	Action
13.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Click the <b>OK</b> button.</p> 
14.	<p>Click the <b>Process Monitor</b> link to see the transaction is in queue to be processed.</p> <p><a href="#">Process Monitor</a></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page http

Process List | Server List

Actions

User ID  Type  Last  1 Days  Refresh

Server  Name  Instance  to

Run Status  Distribution Status  ☒ Save On Refresh

Process List

Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19852		Application Engine	AOC_PYMNT_IN	andrew.somers	05/22/2013 11:25:55AM EDT	Success	Posted	Details

Go back to Process LACD

Save Notify

Process List | Server List

Step	Action
15.	<p>The <b>Process List</b> displays.</p> <p>Click the <b>Refresh</b> button.</p> <p>Refresh</p>

ORACLE

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page http

Process List | Server List

Actions

User ID  Type  Last  1 Days  Refresh

Server  Name  Instance  to

Run Status  Distribution Status  ☒ Save On Refresh

Process List

Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	19852		Application Engine	AOC_PYMNT_IN	andrew.somers	05/22/2013 11:25:55AM EDT	Success	Posted	Details

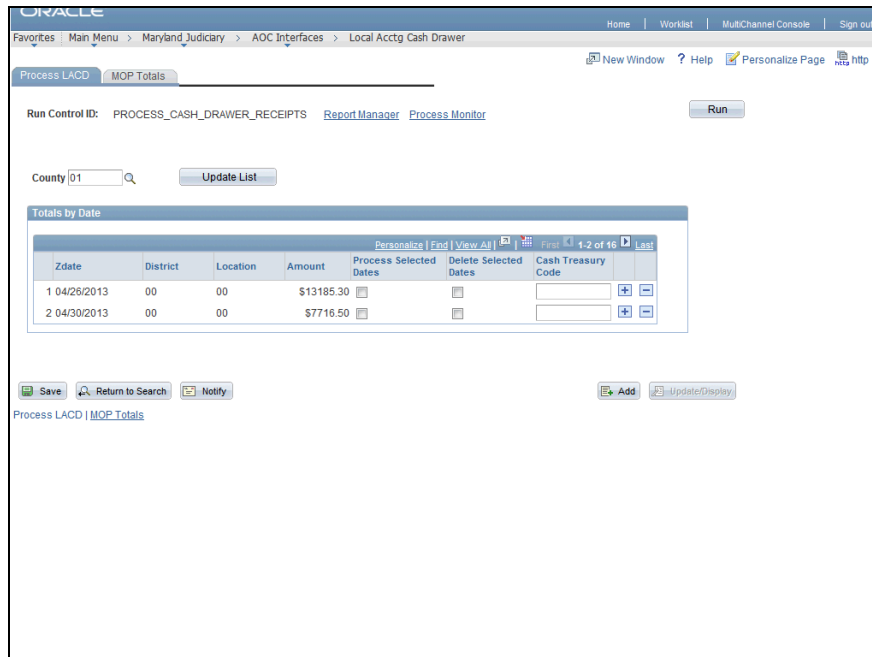
Go back to Process LACD

Save Notify

Process List | Server List



Step	Action
16.	<p>The <b>Run Status</b> is now "<b>Success</b>" and the <b>Distribution Status</b> is now "<b>Posted</b>".</p> <p>Click the <b>Go back to Process LACD</b> link.</p> <p><a href="#">Go back to Process LACD</a></p>
17.	<p>We have returned to the <b>Staging Approval</b> page.</p> <p>Click the <b>Update List</b> button.</p> <p><a href="#">Update List</a></p>



Oracle AOC Interfaces > Local Acctg Cash Drawer

Process LACD | MOP Totals

Run Control ID: PROCESS\_CASH\_DRAWER\_RECEIPTS [Report Manager](#) [Process Monitor](#) [Run](#)

County: 01 [Update List](#)

Zdate	District	Location	Amount	Process Selected Dates	Delete Selected Dates	Cash Treasury Code
1 04/28/2013	00	00	\$13185.30	<input type="checkbox"/>	<input type="checkbox"/>	
2 04/30/2013	00	00	\$7716.50	<input type="checkbox"/>	<input type="checkbox"/>	

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Process LACD | MOP Totals

Step	Action
18.	<p>Since we have successfully processed the previous transaction, the transaction no longer appears in the <b>Staging Approval</b> page.</p>
19.	<p>You have successfully completed the <i>Entering Treasury Code on Staging Approval Page</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- transmit data from the cash register to the staging table</li> </ul> <p><b>End of Procedure.</b></p>

## Training Guide

### AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



#### 3.1.2 Running the Billing Interface

After the cash register data has been verified and run successfully in the staging table, the next step in the process is to load the cash register data from the staging table to the Billing module for subsequent processing. This process is performed by running the Billing Interface Process.



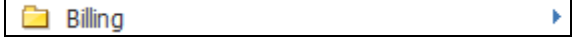
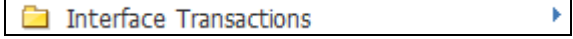
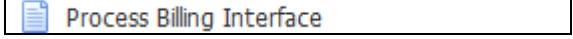
In this topic, we will demonstrate how to initiate the Billing Interface Process and includes the steps to verify that the process ran successfully.

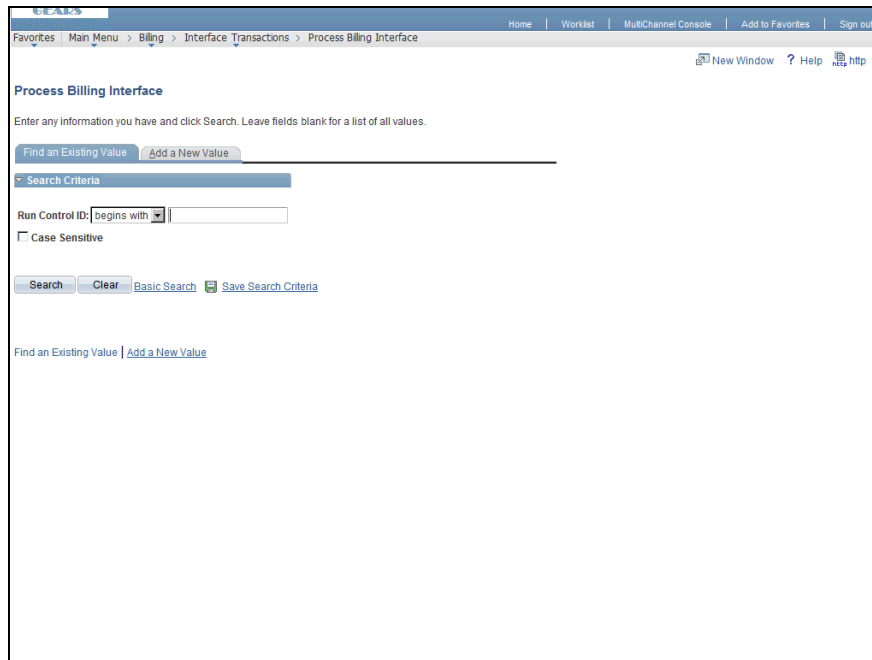
After completing this topic, you will be able to :

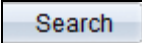
- Load staging table data into GEARS Billing by running the Billing Interface process

#### Procedure

In this topic, you will learn how to run the **Billing Interface** successfully to load staging table data into GEARS Billing.

Step	Action
1.	Begin by navigating to the <b>Process Billing Interface</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Interface Transactions</b> menu. 
5.	Click the <b>Process Billing Interface</b> menu. 





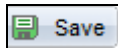
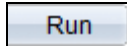
Step	Action
6.	<p>The <b>Find an Existing Value</b> page displays. Use this page to enter your search criteria for the <b>Run Control ID</b>.</p> <p><b>Note:</b> You will be brought directly to the Process Billing Interface page if your search only yields one result.</p> <p>Click the <b>Search</b> button.</p> 

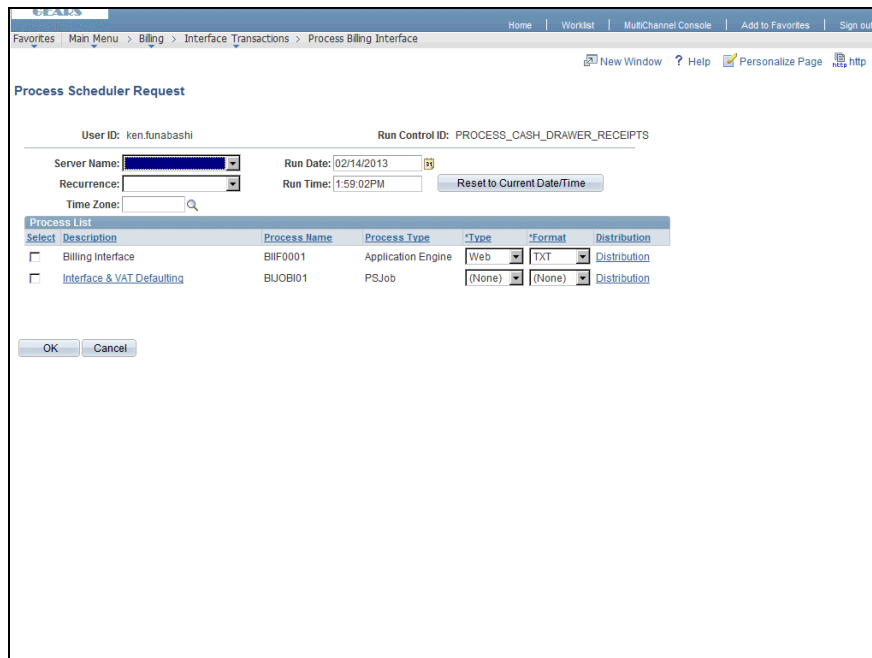
# Training Guide


## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
7.	<p>The <b>Process Billing Interface</b> page displays.</p> <p>Click the <b>Look up From Interface ID (Alt+5)</b> button.</p> 

Step	Action
8.	<p>The <b>Look Up From Interface ID</b> window displays. Use this page to enter search criteria.</p> <p>Click the <b>202</b> link.</p> 
9.	<p>The <b>From Interface ID</b> and <b>To Interface ID</b> fields are filled upon return to the <b>Process Billing Interface</b> page.</p> <p>Click the <b>Save</b> button.</p> 
10.	<p>Click the <b>Run</b> button.</p> 

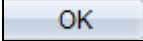

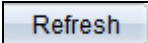


Step	Action
11.	<p>The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.</p> <p>Click the <b>Select</b> option for <b>Billing Interface</b>.</p> 

## Training Guide

### AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
12.	Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. 
14.	The transaction shows in the <b>Process List</b> with a <b>Run Status</b> of " <b>Queued</b> " and a <b>Distribution Status</b> of " <b>N/A</b> ".  Click the <b>Refresh</b> button. 
15.	After the batch process successfully runs, the transaction <b>Run Status</b> will change to " <b>Success</b> " and the <b>Distribution Status</b> will change to " <b>Posted</b> ".
16.	You have successfully completed the <i>Run the Billing Interface</i> topic.  You have learned to: - successfully run the <b>Billing Interface</b> to load the staging data table into GEARS Billing. <b>End of Procedure.</b>

#### 3.1.3 Running the FAR Report, Verify Revenue Allocation

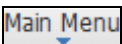
The FAR Report stands for **Funds Allocation Report**. Local Accounting personnel will use the FAR to review summarized accounting entries by PCA and Object prior to invoice finalization while there is still an opportunity to make adjustments prior to posting. The accounting entries are generated according to invoice, which corresponds to a register receipt.



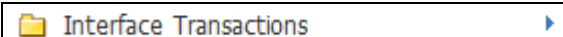
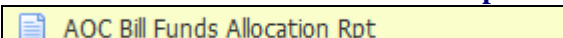
After completing this topic, you will be familiar with how to:

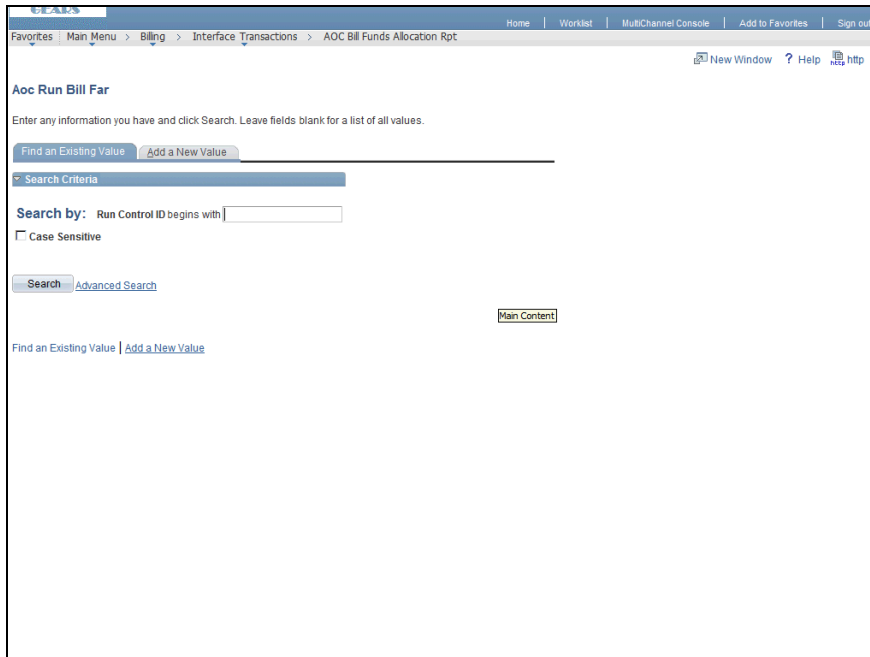
- Generate the FAR Report
- Match allocation totals following Local Accounting's guidelines and business processes

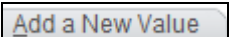
#### Procedure

In this topic, you will generate the **FAR Report** and successfully perform and allocate totals.

Step	Action
1.	Begin by navigating to the <b>AOC Run Bill FAR</b> page.  Click the <b>Main Menu</b> button. 

Step	Action
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Interface Transactions</b> menu. 
5.	Click the <b>AOC Bill Funds Allocation Rpt</b> menu. 



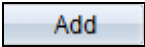
Step	Action
6.	The <b>AOC Run Bill Far</b> search page displays. Use this page to select the <b>Add a New Value</b> tab.  Click the <b>Add a New Value</b> tab. 

# Training Guide






## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



The screenshot shows the 'Aoc Run Bill Far' interface in the GEARS application. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt'. The page title is 'Aoc Run Bill Far'. There are two tabs: 'Find an Existing Value' (inactive) and 'Add a New Value' (active). Below the tabs is a 'Run Control ID:' label followed by a text input field. An 'Add' button is located below the input field. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step	Action
7.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. For this example, enter "<b>020113KF</b>".</p>
8.	<p>Click the <b>Add</b> button.</p> 



Step	Action
9.	The <b>AOC Run FAR Report</b> page displays.  Click the <b>Business Unit</b> list. 
10.	The <b>AOC Run FAR</b> page displays. Use this page to enter criteria to execute the report.  Click the <b>JUD52</b> list item. 
11.	Click the <b>(Optional) Business Unit</b> list. 
12.	Click the <b>JUD52</b> list item. 
13.	Enter the desired information into the <b>Run Date From</b> field. Enter " <b>01/01/2013</b> ".
14.	Enter the desired information into the <b>Run Date To</b> field. Enter " <b>02/14/2013</b> ".
15.	Click the <b>Look up Location (Alt+5)</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Look Up Location

Search by: Sales Person begins with




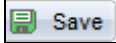
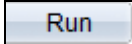
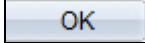

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

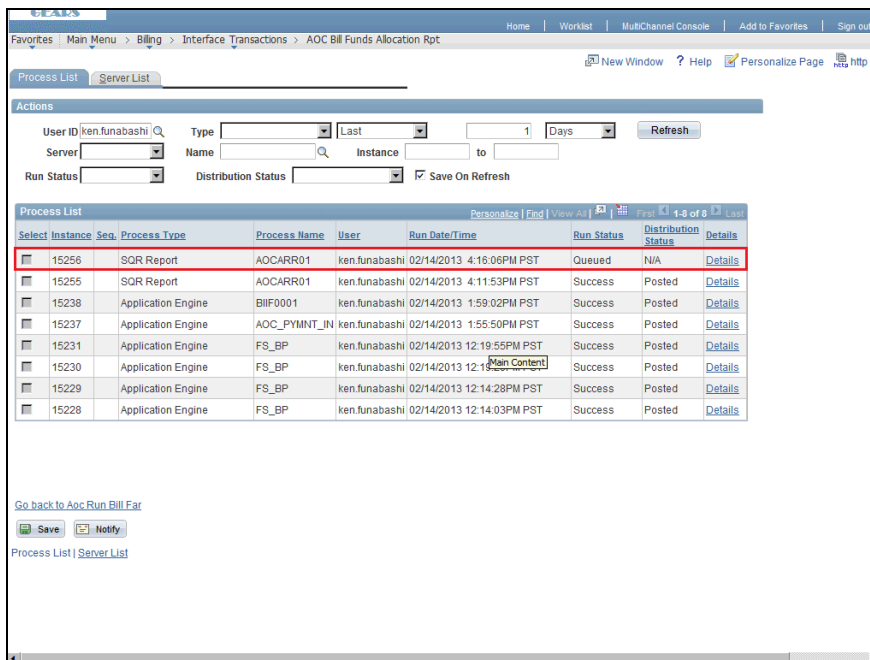
Search Results

View 100 First 1-58 of 58 Last

Sales Person	Name 1	Team Member Type Code
01001	Allegany County Circuit Court	BILLSP
02001	Anne Arundel County Circuit Court	BILLSP
03001	Baltimore County Circuit Court	BILLSP
04001	Calvert County Circuit Court	BILLSP
05001	Caroline County Circuit Court	BILLSP
06001	Carroll County Circuit Court	BILLSP
07001	Cecil County Circuit Court	BILLSP
08001	Charles County Circuit Court	BILLSP
09001	Dorchester County Circuit Court	BILLSP
10001	Frederick County Circuit Court	BILLSP
11001	Garrett County Circuit Court	BILLSP
12001	Harford County Circuit Court	BILLSP
13001	Howard County Circuit Court	BILLSP
14001	Kent County Circuit Court	BILLSP
15001	Montgomery County Circuit Court	BILLSP
16001	Prince Georges' County Circuit Court	BILLSP
17001	Queen Anne County Circuit Court	BILLSP
18001	St. Mary's County Circuit Court	BILLSP
19001	Somerset County Circuit Court	BILLSP
20001	Talbot County Circuit Court	BILLSP
21001	WASHINGTON County Circuit Court	BILLSP
22001	Wicomico County Circuit Court	BILLSP
23001	Worcester County Circuit Court	BILLSP

[javascript:doUpdateParent(document.win0,'#ICRow0')]

Step	Action
16.	The <b>Look Up Location</b> page displays. Use this page to enter search criteria.  Click the <b>01001</b> link. 
17.	Click the <b>Look up (optional) To Location (Alt+5)</b> button. 
18.	Click the <b>G002</b> link. 
19.	Click the <b>Save</b> button. 
20.	Click the <b>Run</b> button. 
21.	The <b>Process Schedule Request</b> page displays. Use this page to enter and schedule your request.  Click the <b>OK</b> button. 
22.	Click the <b>Process Monitor</b> link. 



Step	Action
23.	<p>The <b>Process List</b> displays.</p> <p>The transaction shows in the <b>Process List</b> with a <b>Run Status</b> of "Queued" and a <b>Distribution Status</b> of "N/A".</p>
24.	<p>Click the <b>Refresh</b> button.</p> <p><b>Refresh</b></p>
25.	<p>Once the batch process runs successfully, the <b>Run Status</b> of the transaction changes to "Success" and the <b>Distribution Status</b> changes to "Posted".</p> <p>Click the <b>Go back to Aoc Run Bill Far</b> link.</p> <p><b>Go back to Aoc Run Bill Far</b></p>
26.	<p>Now, let's navigate to <b>Report Manager</b>.</p> <p>Click the <b>Report Manager</b> link.</p> <p><b>Report Manager</b></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



GEARS

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt

New Window ? Help Personalize Page http

List Explorer Administration Archives

View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

Name: [text] Created On: [text] [dropdown] [dropdown] 1 Days [dropdown]

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

Go back to AocRun Bill Far

Save

List | Explorer | Administration | Archives

Step	Action
27.	<p>The <b>Report Manager List</b> page displays.</p> <p>Click the <b>Administration</b> tab.</p> <p>Administration</p>

GEARS

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt

New Window ? Help Personalize Page http

List Explorer Administration Archives

View Reports For

User ID: [text] Type: [dropdown] Last [dropdown] 1 Days [dropdown] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	11331	15256	AOCARR01	02/14/2013 4:16:09PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	11330	15255	AOCARR01	02/14/2013 4:11:55PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	11316	15238	Billing Interface	02/14/2013 1:59:10PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	11315	15237	AOC PYMNT_IN	02/14/2013 1:55:54PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	11310	15231	Comm. Cntrl. Budget Processor	02/14/2013 12:19:55PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	11309	15230	Comm. Cntrl. Budget Processor	02/14/2013 12:19:29PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	11308	15229	Comm. Cntrl. Budget Processor	02/14/2013 12:14:28PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	11307	15228	Comm. Cntrl. Budget Processor	02/14/2013 12:14:03PM	Text Files (*.txt)	Posted	Details


Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to AocRun Bill Far

Save

List | Explorer | Administration | Archives

Step	Action
28.	<p>The <b>Report List - Administration</b> page displays.</p> <p>Click the <b>AOCARR01</b> link.</p> 
29.	<p>The <b>Funds Allocation Report (FAR)</b> displays in a new window.</p> <p>Print the report using your internet browser options, if desired.</p>
30.	<p>You have successfully completed the <i>Run the FAR Report, Verify Revenue Allocation</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- allocate totals</li> <li>- generate the FAR report</li> </ul> <p><b>End of Procedure.</b></p>

#### 3.1.4 Adjusting Revenue Allocation by Bill Line

In situations when incorrect revenue allocation is discovered, Local Accounting personnel will need to identify the invoice and associating bill lines to adjust in order to correct revenue allocation.

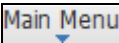

In this topic, you will use the **Standard Billing** page to adjust the value of the invoice on the bill line.

After completing this topic, you will be familiar with how to:

- Modify amounts in Revenue Allocation accounts by change the Charge Code by Bill Line

#### Procedure




In this topic, you will learn how to modify the amounts in the **Revenue Allocation Accounts**.

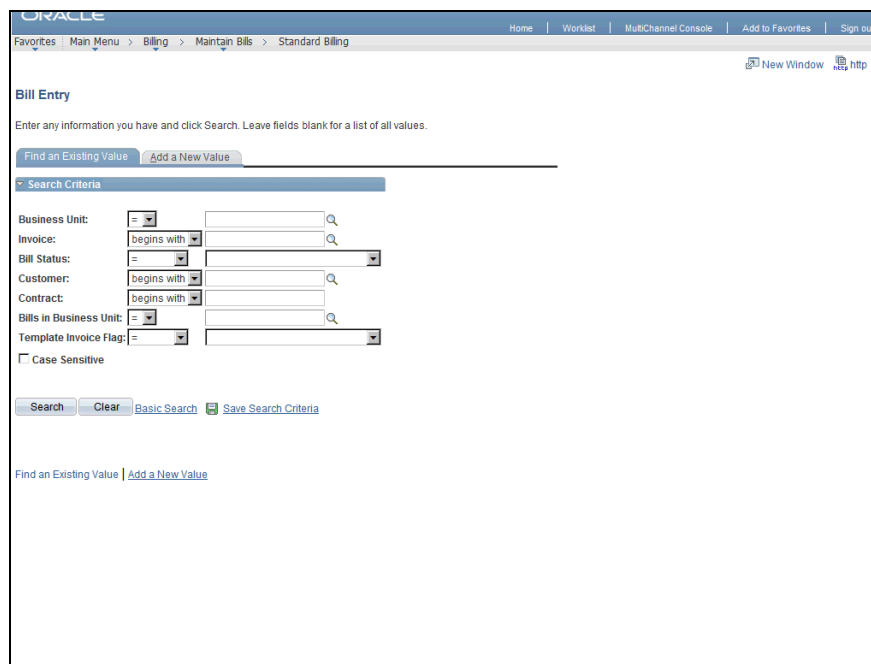
Step	Action
1.	<p>Begin by navigating to the <b>Bill Entry</b> page.</p> <p>Click the <b>Main Menu</b> button.</p> 
2.	<p>Click the <b>Menu sort</b> button.</p> 


# Training Guide

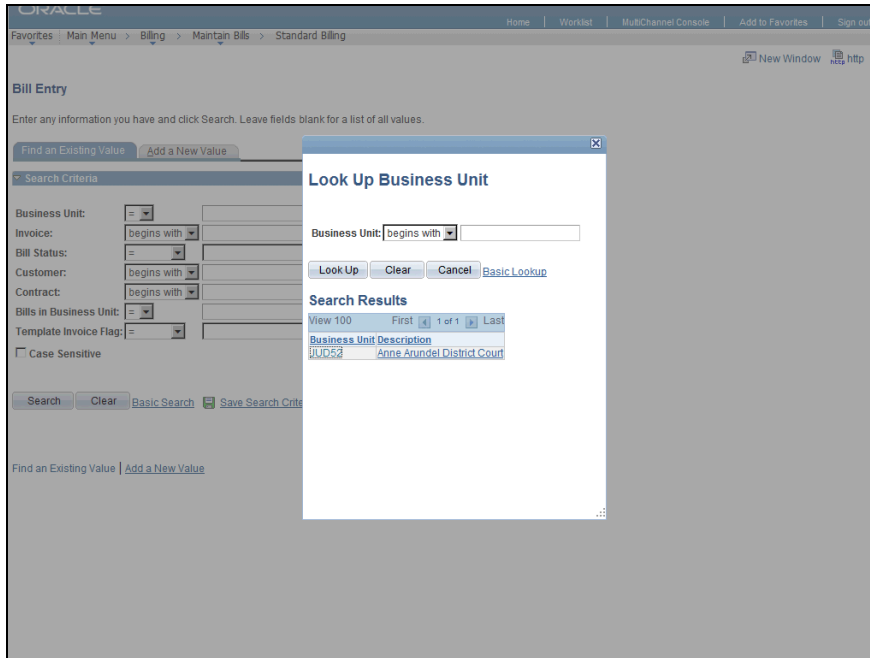
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 



Step	Action
6.	The <b>Bill Entry</b> search page displays.  Click the <b>Look up Business Unit (Alt+5)</b> button. 



**Look Up Business Unit**

Business Unit: begins with

Invoice: begins with

Bill Status:

Customer: begins with

Contract: begins with

Bills in Business Unit:

Template Invoice Flag:

☐ Case Sensitive

[Basic Search](#)

**Search Results**

View 100 First 1 of 1 Last

Business Unit	Business Unit Description
JUD52	Anne Arundel District Court

Step	Action
7.	<p>The <b>Look Up Business Unit</b> page displays. Use this page to search and select criteria.</p> <p>Select your Business Unit (Batch Agency). For this example, click <b>JUD52</b>.</p> <p><b>JUD52</b></p>
8.	<p>Click the <b>Search</b> button.</p> <p><b>Search</b></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE  
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Personalize Page | http

Header - Info 1 | Line - Info 1

Unit: JUD52 Invoice: 0000000004 Pretax Amt: 1,030.00 USD

Status: NEW Invoice Date: 01/04/2013 Cycle ID: DAILY  
 \*Type: C Source: UCS \*Frequency: Once  
 \*Customer: JUD52 SubCust1: SubCust2:

Anne Arundel County District Court  
 \*Invoice Form: NO\_PRINT From Date: To Date:  
 Accounting Date: 01/04/2013 Pay Terms: IMMED Pay Method: Cash  
 Remit To: BOA Bank Account: MAIN  
 Sales: 52001 Bill Inquiry Phone:  
 Credit: DEFAULT Collector: DEFAULT  
 Biller: DEFAULT Billing Authority: DEFAULT

Go to: Header Info 2 Address Copy Address  
 Notes Express Entry  
 Summary Bill Search Line Search Navigation: Header - Info 1 Page Series: Prev Next

Search (Alt+J)

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Step	Action
9.	<p>The <b>Standard Billing - Header - Info 1</b> page displays.</p> <p>Click the <b>Line - Info 1</b> tab.</p> <p><b>Line - Info 1</b></p>

ORACLE  
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Personalize Page | http

Header - Info 1 | Line - Info 1

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD  
 Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Bill Line

Identifier Look Up Date: 01/04/2013

Seq: 5 Line: Net Extended: 1,000.00  
 Table: ID Identifier: TEST\_CHARGE\_CODE Description: Charge Code for Testing

Quantity: 1.0000 From Date: To Date:  
 Unit of Measure: EA Unit Price: 1,000.0000 Line Type: REV Accumulate  
 Gross Extended: 1,000.00 Tax Code: Tax Exempt  
 Less Discount: 0.00 Exempt Cert:  
 Plus Surcharge: 0.00


Net Extended: 1,000.00  
 VAT Amount: 0.00  
 Tax Amount: 0.00  
 Net Plus Tax: 1,000.00

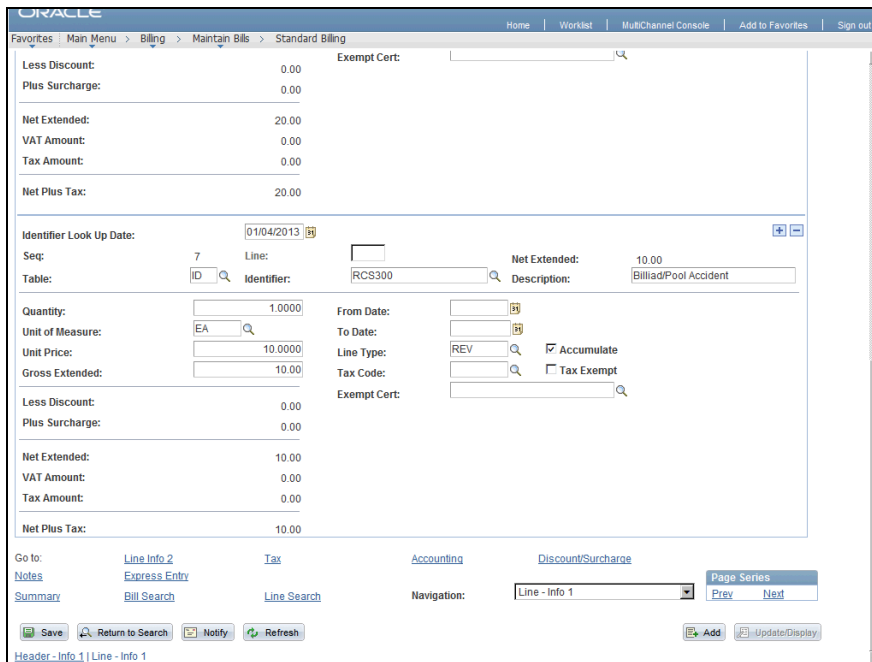
Go to: Line Info 2 Tax Accounting Discount/Surcharge  
 Notes Express Entry  
 Summary Bill Search Line Search Navigation: Line - Info 1 Page Series: Prev Next


Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1



Step	Action
10.	<p>The <b>Standard Billing - Line - Info 1</b> page displays.</p> <p>Click the <b>View All</b> link.</p> <p></p>
11.	<p>All <b>Bill Lines</b> for the invoice display.</p> <p>Enter the desired information into the <b>Identifier Look Up Date</b> field. For this example, enter "<b>01/04/2013</b>".</p>



Step	Action
12.	<p>Click the <b>Look up Identifier</b> button. This field houses the Charge Code.</p> <p></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Oracle AR230 - Managing Customer Billing, Receivables and Customer Payments - District Court

Standard Billing

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: 0.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 0.00

Identifier Look Up Date: 7  
Seq: 7  
Table: ID

Quantity: EA  
Unit of Measure: EA  
Unit Price: EA  
Gross Extended: EA

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: 0.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 0.00

Go to: Line Info 2  
Notes Express Entry  
Summary Bill Search Line Search Navigation: Line - Info 1

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

**Look Up Identifier**

SetID: JUD52  
Billing Currency: USD  
Identifier: begins with  
Description: begins with

Look Up Clear Cancel Basic Lookup Look up Identifier (Alt+S)

**Search Results**

View 100 First 1-4 of 4 Last

Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code
RCS100	01/01/1901	Test Vending	EA	0	REVENUE
RCS200	01/01/1901	Chain Store Accident	EA	0	REVENUE 2
RCS300	01/01/1901	Billiard/Pool Accident	EA	0	REVENUE
TEST_CHARGE_CODE	01/01/1901	Charge Code for Testing	EA	0	REVENUE

Step	Action
13.	<p>The <b>Look Up Identifier</b> page displays. Use this page to search and select criteria.</p> <p>Select the appropriate Charge Code. For this example, click <b>RCS200</b>.</p> <p><b>RCS200</b></p>

Oracle AR230 - Managing Customer Billing, Receivables and Customer Payments - District Court

Standard Billing

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: 20.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 20.00

Identifier Look Up Date: 01/04/2013  
Seq: 7  
Table: ID

Quantity: EA  
Unit of Measure: EA  
Unit Price: EA  
Gross Extended: EA

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: 10.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 10.00

Go to: Line Info 2  
Notes Express Entry  
Summary Bill Search Line Search Navigation: Line - Info 1

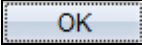
Save Return to Search Notify Refresh Add Update/Display

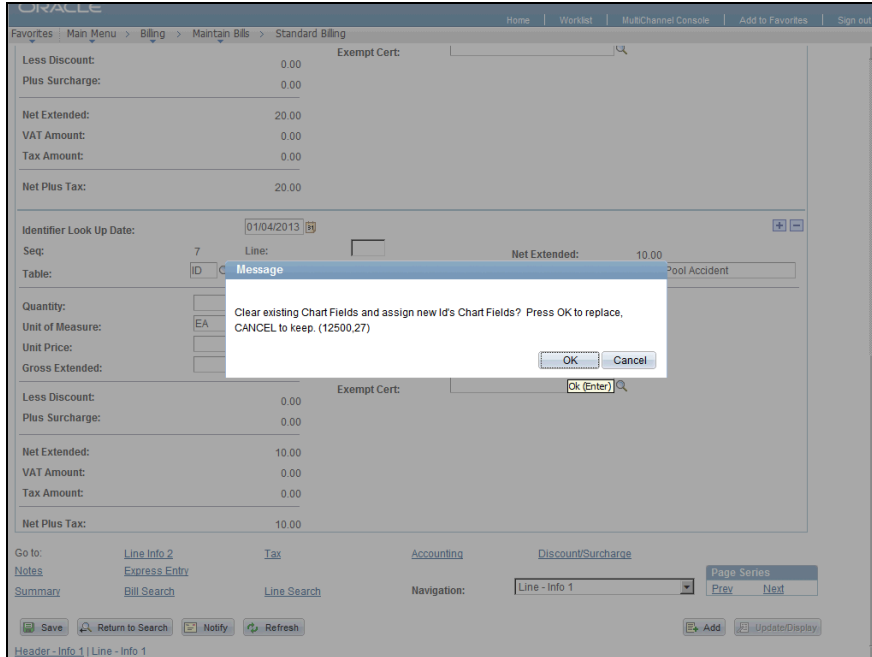
Header - Info 1 | Line - Info 1

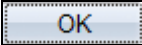
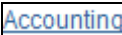
**Message**

Warning! Changing IDENTIFIER will replace PRICE with new identifier's list price.  
(12500.19)

OK Cancel

Step	Action
14.	Click the <b>OK</b> button. 



Step	Action
15.	Click the <b>OK</b> button.  This automated message is confirming that the accounting string will change as a result of updating the <b>Charge Code</b> , which adjusts revenue allocation as a result. 
16.	Enter the desired information into the <b>Gross Extended</b> field. For this example, enter " <b>10</b> ".
17.	Click the <b>Accounting</b> link. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD  
 Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

**Bill Line** End | View 1 First 4 of 3 Last

Seq: 5 Line: Net Extended: 1,000.00  
 Identifier: TEST\_CHARGE\_CODE Description: Charge Code for Testing

BI Creates GL Acct Entries

**Bill Line Distribution - Revenue** Personalize | End | View All | First 1 of 1 Last

Acctg Information Reference Information

Code	Batch	PCA	Fund	Account	Program	Approp	Approp	Dept	Affiliate	Fund	Percentage
	Agy				Num	Yr			Affil	Affil	
REVENUE	C52	11010	0001	5463	1101	A1100	AY2013				100.00

Percent: 100.00 Amount: 1,000.00 Gross Extended: 1,000.00

Seq: 6 Line: Net Extended: 20.00  
 Identifier: RCS100 Description: Test Vending

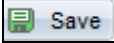
**Bill Line Distribution - Revenue** Personalize | End | View All | First 1 of 1 Last

Acctg Information Reference Information

Code	Batch	PCA	Fund	Account	Program	Approp	Approp	Dept	Affiliate	Fund	Percentage
	Agy				Num	Yr			Affil	Affil	
REVENUE	C52	11010	0001	5463	1101	A1100	AY2013				100.00

Percent: 100.00 Amount: 20.00 Gross Extended: 20.00

Seq: 7 Line: Net Extended: 10.00  
 Identifier: RCS200 Description: Chain Store Accident

Step	Action
18.	The <b>Accounting Lines</b> page displays.  Review the adjustment.
19.	Click the <b>Save</b> button.  Rerun the <b>FAR</b> to ensure the revenue adjustment had the intended allocation impact. 
20.	You have successfully completed the <i>Adjust Revenue Allocation by Bill Line</i> topic.  You have learned to: - modify the amounts and allocate the totals. <b>End of Procedure.</b>

### 3.1.5 Changing the Status of Bills

Bills created from the Billing Interface or bills that are created manually will be loaded and saved with a Status of 'New'. Bills' status must be changed from 'New' to 'Ready', which means ready to invoice. The system will allow you to process **Change Status of Bills** for one or multiple bills at a time. A report file, *Invoice Status Change Report* is created during this Bill Status Change process that lists all of the invoices where the status was changed from 'New' to 'Ready'.

NOTE: There are two types of bills, (1) deferred payment tracking and (2) bad checks, that are saved in the system as placeholders and will never be changed to ready status.






In this topic, you will use the **Change Status of Bills** page to change the status of a bill from 'New' to 'Ready'.

After completing this topic, you will be familiar with how to:

- Change the status of bills from 'New' to 'Ready' status
- Run and review the *Invoice Status Change Report*

### Procedure

In this topic, you will learn how to change the **Bill Status** and generate a report for review.

Step	Action
1.	Begin by navigating to the <b>Change Status of Bills</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Change Status of Bills</b> menu. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

New Window ? Help http

### Bill Status Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

**Search Criteria**

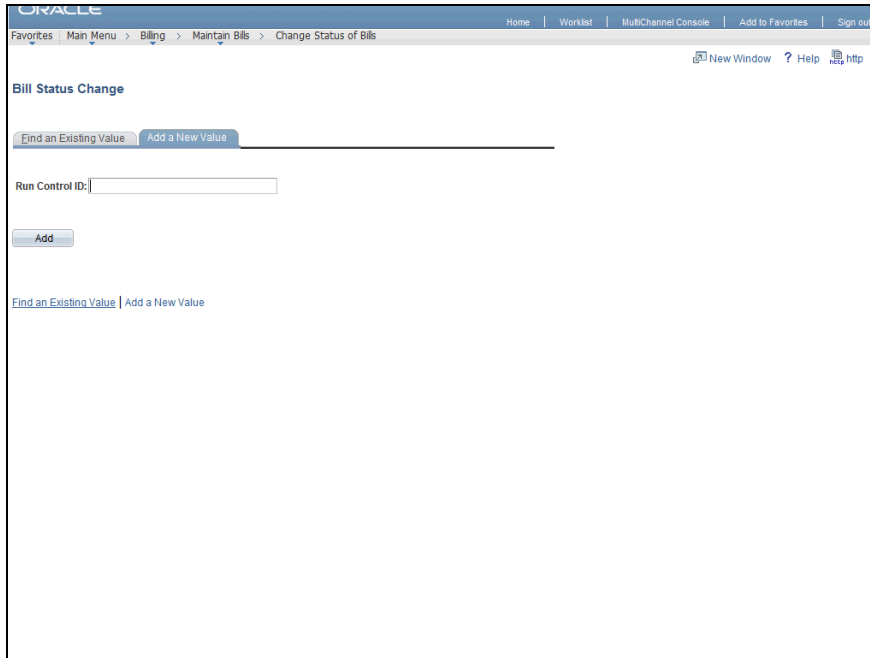
Run Control ID: begins with

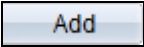
☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

Step	Action
6.	<p>The <b>Bill Status Change</b> search page displays. Use this page to select the tab that allows you to enter a new value or find an existing one.</p> <p>Click the <b>Add a New Value</b> tab.</p> <p><b>Add a New Value</b></p>



Step	Action
7.	<p>The <b>Add a New Value</b> page displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. For this example, enter "<b>PROCESS_CASH_DRAWER_RECEIPT</b>".</p>
8.	<p>Click the <b>Add</b> button. This Run Control will be available subsequent to this initial add.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

New Window | Personalize Page | http

### Change Status of Bills

Run Control ID: PROCESS\_CASH\_DRAWER\_RECEIPTS [Report Manager](#) [Process Monitor](#) [Run](#)

Language: [English](#)

**From Status**

☒ New ☐ Ready

☐ Hold ☐ Canceled

☐ Pending

**To Status**

\*New Bill Status: [Ready Bill](#)

**Range Selection**

☒ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type


☐ Range ID ☐ Bill Source

☐ Copy Group ID

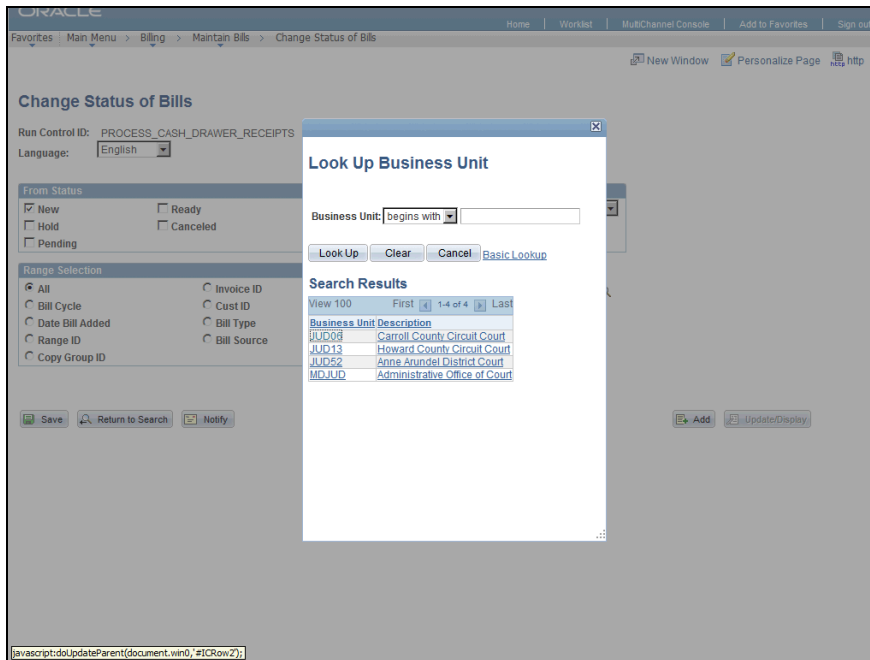
☐ Include Consolidation Group

Business Unit: [MDJUD](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
9.	<p>The <b>Change Status of Bills</b> page displays.</p> <p>Ensure the value in the <b>New Bill Status</b> drop down field is "<b>Ready Bill</b>."</p>
10.	<p>Click the <b>Look up Business Unit (Alt+5)</b> button.</p> 





The screenshot shows the 'Change Status of Bills' application window. A modal titled 'Look Up Business Unit' is open, displaying a search interface. The modal includes a 'Business Unit' search field with a dropdown menu set to 'begins with'. Below the search field are buttons for 'Look Up', 'Clear', and 'Cancel', along with a 'Basic Lookup' link. The 'Search Results' section shows a table with columns 'Business Unit' and 'Description'. The table contains four rows: JUD09 (Carroll County Circuit Court), JUD13 (Howard County Circuit Court), JUD52 (Anne Arundel District Court), and MDJUD (Administrative Office of Court). The JUD52 row is highlighted. The background application window shows the 'Change Status of Bills' page with various filters and controls.

Step	Action
11.	<p>The <b>Look Up Business Unit</b> page displays. Use this page to search and select your Business Unit (Batch Agency).</p> <p>For this example, click <b>JUD52</b>.</p> <p><b>JUD52</b></p>
12.	<p>Click the <b>Run</b> button.</p> <p><b>Run</b></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

New Window Personalize Page Saved

### Process Scheduler Request

User ID: ken.funabashi Run Control ID: PROCESS\_CASH\_DRAWER\_RECEIPTS

Server Name: [dropdown] Run Date: 01/03/2013 [calendar icon]  
 Recurrence: [dropdown] Run Time: 1:59:00PM [Reset to Current Date/Time]  
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
13.	<p>The <b>Process Scheduler Request</b> page displays. Click the <b>OK</b> button.</p> <div>OK</div>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

New Window Personalize Page Saved

### Change Status of Bills

Run Control ID: PROCESS\_CASH\_DRAWER\_RECEIPTS Report Manager Process Monitor Run  
 Language: English Process Instance: 13002

**From Status**

☒ New ☐ Ready  
☐ Hold ☐ Canceled  
☐ Pending

**To Status**

\*New Bill Status: Ready Bill [dropdown]

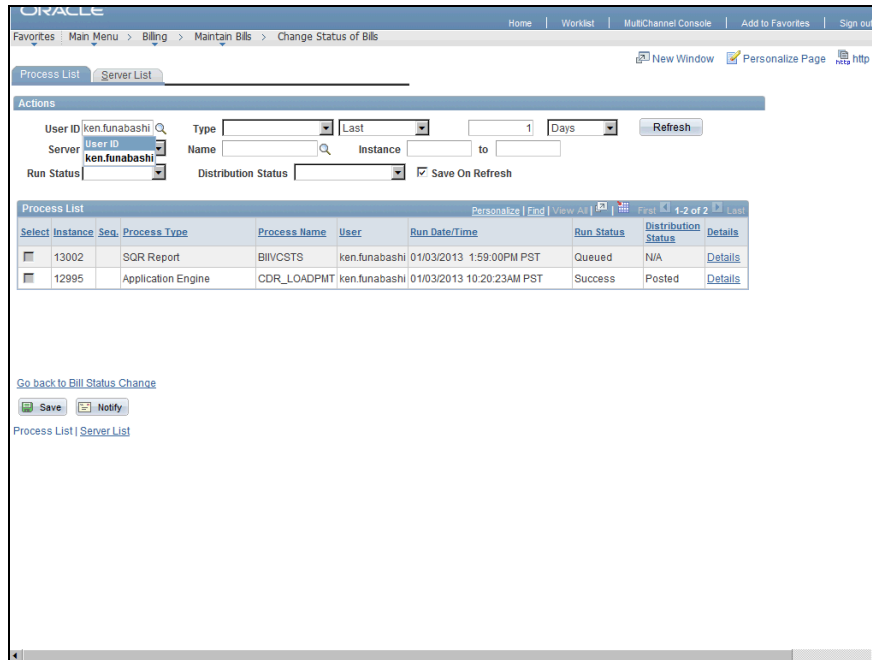
**Range Selection**

☒ All ☐ Invoice ID  
☐ Bill Cycle ☐ Cust ID  
☐ Date Bill Added ☐ Bill Type  
☐ Range ID ☐ Bill Source  
☐ Copy Group ID

☐ Include Consolidation Group  
 Business Unit: JUD52 [search icon]

Save Return to Search Notify Add Update/Display

Step	Action
14.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>



Step	Action
15.	The <b>Process List</b> displays.  Click the <b>Refresh</b> button every 30 seconds or so, monitoring the <b>Run Status</b> and <b>Distribution Status</b> .  For this example, click the <b>Refresh</b> button only once. <a href="#">Refresh</a>
16.	Click the <b>Details</b> link once the <b>Run Status</b> is " <b>Success</b> " and the <b>Distribution Status</b> is " <b>Posted</b> ". <a href="#">Details</a>
17.	The <b>Process Detail</b> page displays.  Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

New Window | Personalize Page | http

**View Log/Trace**

**Report**

Report ID: 9474      Process Instance: 13002      [Message Log](#)

Name: BIIVCSTS      Process Type: SQR Report

Run Status: Success

**Invoice Status Change**

**Distribution Details**

Distribution Node: PSUNIX      Expiration Date: 01/10/2013

**File List**

Name	File Size (bytes)	Datetime Created
SQR_BIIVCSTS_13002.log	1,567	01/03/2013 1:59:32 970762PM PST
biivcsts_13002.PDF	1,639	01/03/2013 1:59:32 970762PM PST
biivcsts_13002.out	0	01/03/2013 1:59:32 970762PM PST

**Distribute To**

Distribution ID Type	*Distribution ID
User	ken.funabashi

[Return](#)

[http://oracle14.courts.state.md.us:13080/jpreports/fcstst/9474/biivcsts\\_13002...](http://oracle14.courts.state.md.us:13080/jpreports/fcstst/9474/biivcsts_13002...)

Step	Action
18.	<p>The <b>View Log/Trace</b> page displays.</p> <p>Click the <b>biivcsts_13002.PDF</b> link.</p> <p><b>biivcsts_13002.PDF</b></p>

Report ID: BIIVCSTS      PeopleSoft BI      Page No. 1

INVOICE STATUS CHANGE REPORT      Run Date 01/03/2013

Run Time 13:59:19

Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUD62	0000000003	C	Anne Arundel County Dist	JUD62				IMMID	B	H	N

Range Option: ALL Qualifying Bills for Specified Business Unit

Business Unit: JUD62

Total Number of bills updated: 1

1 / 1

Step	Action
19.	<p>The <b>Invoice Status Change Report</b> displays in a separate window. This report displays the bill(s) that were changed to a "Ready" status.</p> <p>Verify that the <b>Status</b> is "RDY".</p>
20.	<p>You have successfully completed the <i>Changing the Status of Bills</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- change the Bill Status</li> <li>- generate an Invoice Status Change report for review</li> </ul> <p><b>End of Procedure.</b></p>

### 3.1.6 Running the Single Action Invoice Process

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger. Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

1. The initial process, *Finalization*, creates the invoice and PDF file for printing
2. The next process creates the accounting lines for the Revenue and Accounts Receivable distribution.
3. The last process, *Load Invoices to AR* loads the invoices, which now have a status of "INV" (Invoiced), into the pending AR customer files

When the Single Action Invoice process completes, there are reports generated that lists the amount of each invoice that was a part of the batch. Also, the "Load GL Accounting Entries" and "Load AR Pending Items" reports are available for review in the process monitor.

NOTE: Bills must have a status of "RDY" (Ready to Invoice) before the Single Action Invoice process is run.

In this topic, you will use the Single Action Invoice pages to run the Single Action Invoice process.

After completing this topic, you will learn how to:

- Run the Single Action Invoice process
- View a bill status changed from 'RDY' (ready) to 'INV' (invoiced)



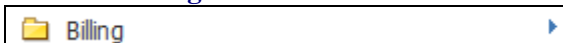
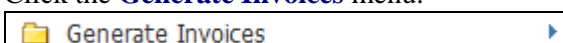
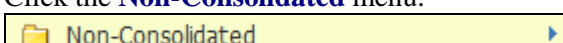

### Procedure

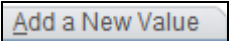
In this topic, you will learn how to execute the single action invoice process.

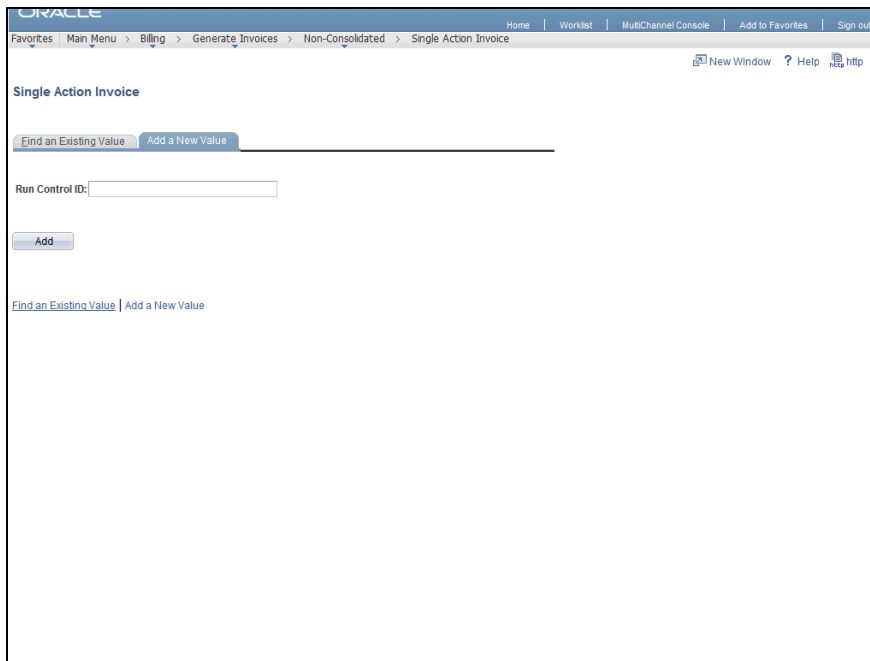
# Training Guide

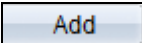
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
1.	Begin by navigating to the <b>Single Action Invoice</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Generate Invoices</b> menu. 
5.	Click the <b>Non-Consolidated</b> menu. 
6.	Click the <b>Single Action Invoice</b> menu. 

Step	Action
7.	<p>The <b>Single Action Invoice</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab if there isn't an existing value available.</p> 



Step	Action
8.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>PS</b>" followed by your initials. However, for this example, enter "<b>PSBIP</b>."</p>
9.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Single Action Invoice | Print Options

Run Control ID: PSBIP | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters

Seq Nbr: 1

Invoice Date Option

☐ Processing Date

☒ User Defined | 01/04/2013

Posting Action

☐ Do Not Post | ☒ Batch Standard

Range Selection

☒ All | ☐ Invoice ID

☐ Bill Cycle | ☐ Cust ID

☐ Date Bill Added | ☐ Bill Type


☐ Range ID | ☐ Bill Source

☐ Public Voucher Number

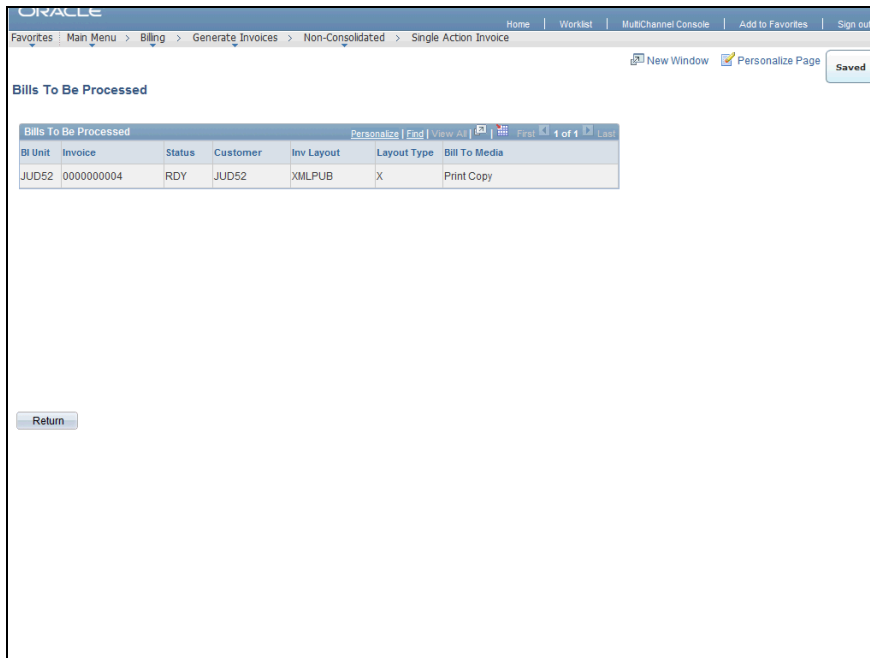
Business Unit: JUD52

Save | Return to Search | Notify | Add | Update/Display

Single Action Invoice | Print Options

Step	Action
10.	<p>The <b>Single Action Invoice</b> page displays.</p> <p>Click the <b>Processing Date</b> radio button.</p> <p><input checked="" type="radio"/> Processing Date</p>
11.	<p>Click the <b>Bills To Be Processed</b> icon.</p> <p></p>





Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window | Personalize Page | Saved

**Bills To Be Processed**

Personalize | End | View All | First | 4 of 1 | Last

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD52	0000000004	RDY	JUD52	XMLPUB	X	Print Copy

Return

Step	Action
12.	<p>The <b>Bills to be Processed</b> page displays.</p> <p>Verify the information that you previously entered.</p> <p>Click the <b>Return</b> button.</p> <p>Return</p>
13.	<p>Click the <b>Run</b> button.</p> <p>Run</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

New Window | Personalize Page | http

### Process Scheduler Request


User ID: ken.vp1      Run Control ID: PSBIP

Server Name:       Run Date: 01/07/2013

Recurrence:       Run Time: 10:39:12AM     

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	AOC_GMBI	AOC_GMBI	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TEXT	<a href="#">Distribution</a>
<input type="checkbox"/>	Generate AP Vouchers	BIGNAP01	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TEXT	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Single Action Invoice</a>	BUJOB03	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Single Action w/ Comm Cntrl</a>	BUJOB03K	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Single Action - No Crystal</a>	BUJOBX3	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Single Action Com Cntrl No Cryst</a>	BUJOBX3K	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/SQR</a>	BIPJ10	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XMLP PSA03 Invoice</a>	BIPJ100	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Grants Invoice w/SQR</a>	BIPJ20	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print SF1080/81 Invoice w/SQR</a>	BIPJ30	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/Crystal</a>	BIPJ40	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/XML Publisher</a>	BIPJ50	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XMLP PS/ICA Invoice</a>	BIPJ55	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XMLP 1034/35 Invoice</a>	BIPJ60	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XMLP Summ Invoice</a>	BIPJ65	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XML P Invoice</a>	BIPJ75	PSJob	(None)	(None)	<a href="#">Distribution</a>

Step	Action
14.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Click the <b>Select</b> option for <b>Single Action Invoice</b>.</p> 
15.	Move the scrollbar downward.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	AOC_GMBI	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TEXT	Distribution
<input type="checkbox"/>	Generate AP Vouchers	BIGNAP01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TEXT	Distribution
<input checked="" type="checkbox"/>	Single Action Invoice	BUOB03	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action w/ Comm Cntl	BUOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action - No Crystal	BUOBX3	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action Com Cntl No Crvs	BUOBX3K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF108081 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/Crystal	BIPJ40	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ Invoice	BIPJ65	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/OH Invoice	BIPJ85	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	TEXT	Distribution
<input type="checkbox"/>	Comm. Cntrl Budget Processor	FS_BP	Application Engine	Web	TEXT	Distribution

Step	Action
16.	Click the <b>OK</b> button.

Run Control ID: PSBIP    Report Manager    Process Monitor    Run

Language: English    Specified    Recipient's    Process Instance: 13282

Seq Nbr: 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☐ Do Not Post    ☒ Batch Standard

Range Selection

☒ All    ☐ Invoice ID

☐ Bill Cycle    ☐ Cust ID

☐ Date Bill Added    ☐ Bill Type

☐ Range ID    ☐ Bill Source

☐ Public Voucher Number

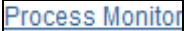
Business Unit: JUD52

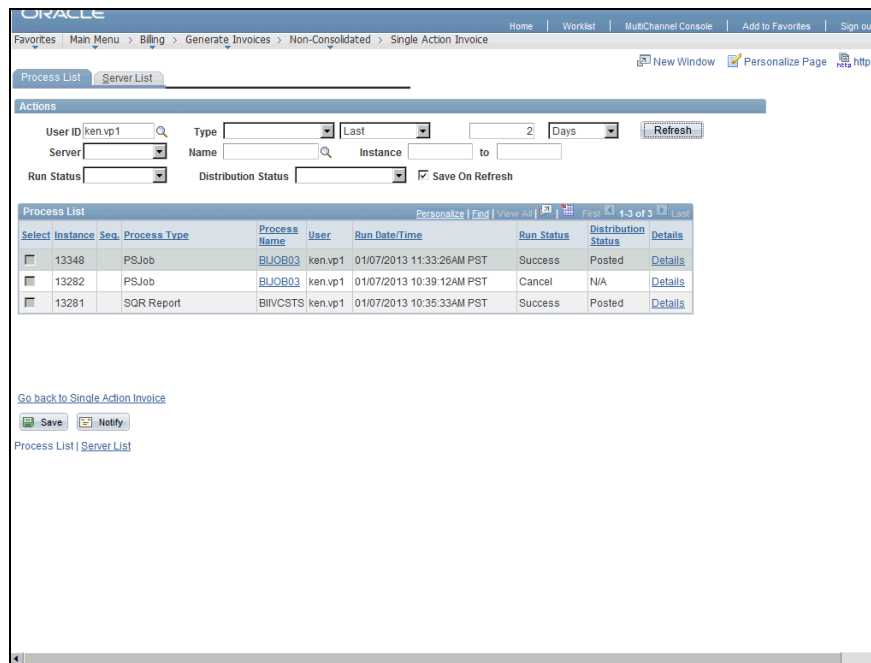
Save    Return to Search    Notify    Add    Update/Display


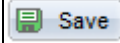
# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
17.	Click the <b>Process Monitor</b> link. 



Step	Action
18.	The <b>Process List</b> displays.  Click the <b>Refresh</b> button. 
19.	Click the <b>Save</b> button once the <b>Run Status</b> is " <b>Success</b> " and the <b>Distribution Status</b> is " <b>Posted</b> ". 
20.	You have successfully completed the <i>Run the Single Action Invoice Process</i> topic.  You have learned to: - execute the single action invoice process - generate report for review <b>End of Procedure.</b>

### 3.1.7 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to be posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in

Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.


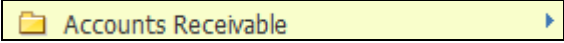
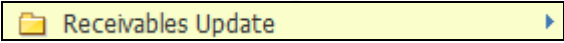

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

After completing this topic, you will learn how to:

- Process the Run AR Update (ARUPDATE)

### Procedure

In this topic, you will execute the **AR update (ARUPDATE)**.

Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Accounts Receivable</b> menu. 
3.	Click the <b>Receivables Update</b> menu. 
4.	Click the <b>Request Receivables Update</b> menu. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window ? Help http

### Request Receivables Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

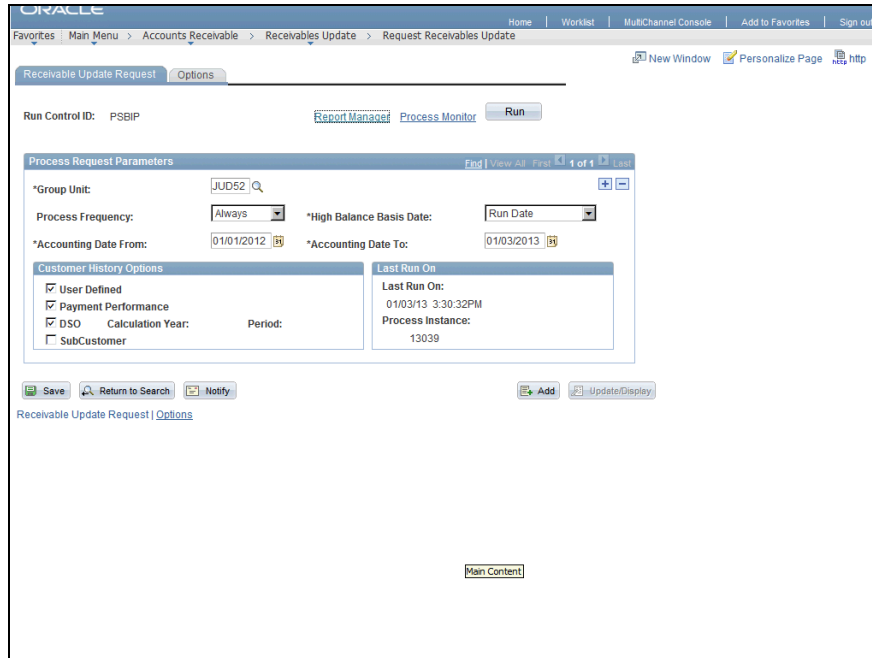
Run Control ID: begins with

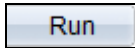
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
5.	<p>The <b>Request Receivables Update</b> page displays.</p> <p><b>NOTE:</b> If you have previously created a run control to run the AR Update process, you can search for the run control using the <b>Find an Existing Value</b> page. Create a new run control if one does not already exist.</p> <p>lick the <b>Add a New Value</b> tab to add a new run control.</p> <p>Add a New Value</p>
6.	Enter the desired information into the <b>Run Control ID</b> field.
7.	<p>Click the <b>Add</b> button.</p> <p>Add</p>



Step	Action
8.	<p>Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.</p> <p>Click the <b>Run</b> button.</p> <div data-bbox="436 1192 570 1239">  </div>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window | Personalize Page | http

### Process Scheduler Request

User ID: ken.vp1      Run Control ID: PSBIP

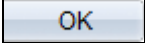
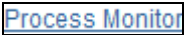
Server Name:       Run Date: 01/03/2013

Recurrence:       Run Time: 3:36:28PM      [Reset to Current Date/Time](#)

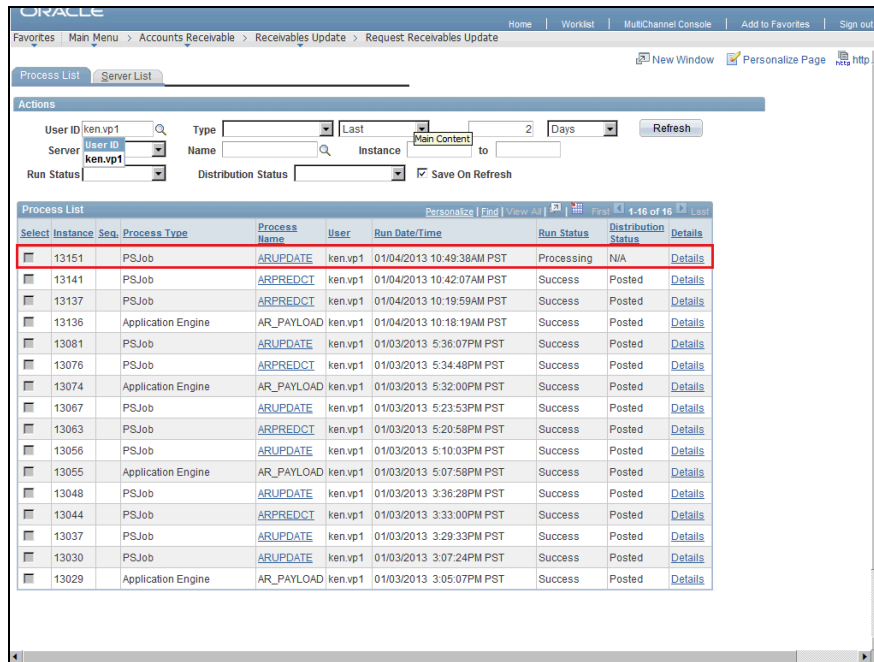
Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

Step	Action
9.	<p>The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.</p> <p>Click the <b>OK</b> button.</p> 
10.	<p>Click the <b>Process Monitor</b> link.</p> 





Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	13151		PSJob	ARUPDATE	ken.vp1	01/04/2013 10:49:38AM PST	Processing	N/A	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13141		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:42:07AM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13137		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:19:59AM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13136		Application Engine	AR_PAYLOAD	ken.vp1	01/04/2013 10:18:19AM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13081		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:36:07PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13076		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:34:48PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13074		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:32:00PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13067		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:23:53PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13063		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:20:58PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13056		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:10:03PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13055		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:07:58PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13048		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:36:28PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13044		PSJob	ARPREDCI	ken.vp1	01/03/2013 3:33:00PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13037		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:29:33PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13030		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:07:24PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13029		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 3:05:07PM PST	Success	Posted	<a href="#">Details</a>

Step	Action
11.	<p>The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "<b>Processing</b>" and <b>Distribution Status</b> is "<b>N/A</b>".</p> <p>Click the <b>Refresh</b> button.</p> <div>Refresh</div>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



<div> <a href="#">Home</a>   <a href="#">Worklist</a>   <a href="#">MultiChannel Console</a>   <a href="#">Add to Favorites</a>   <a href="#">Sign out</a> </div>																																																																																																																																																																																																																	
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Step	Action
12.	Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of " <b>Posted</b> ".
13.	<p>You have successfully completed the <i>Run AR Update</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- execute the AR Update process</li> </ul> <p><b>End of Procedure.</b></p>

### 3.1.8 Verify Escrow on Escrow Tracking Page



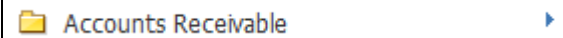


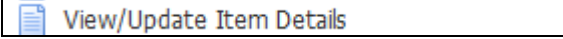
This topic will introduce how to ensure the BUS is accurately populated with escrow-related fields on the item.

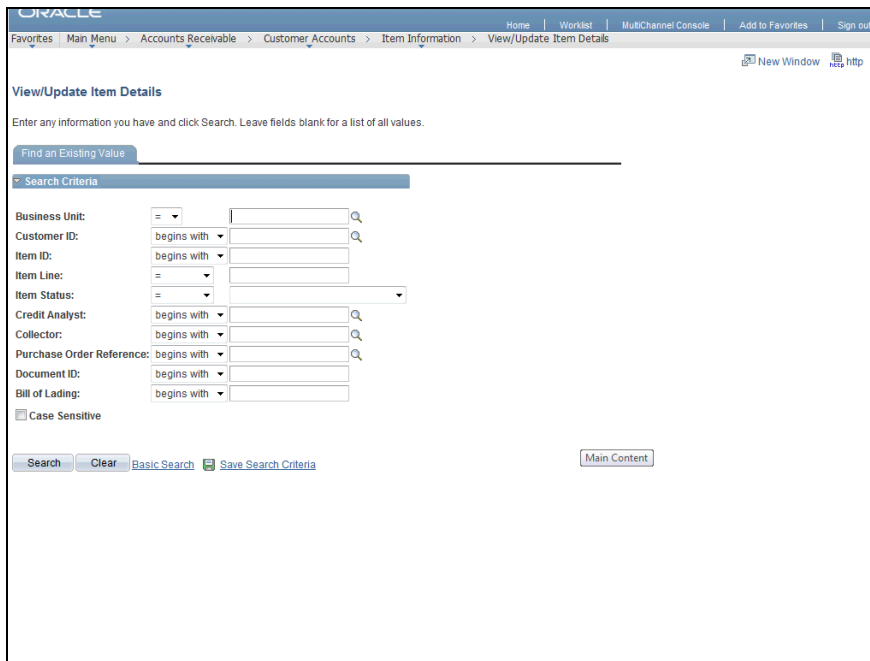
After completing this topic, you will be able to:

- Validate and update Escrow field values

### Procedure

In this topic, you will verify that the BUS is accurately populated with the correct escrow-related fields.

Step	Action
1.	Begin by navigating to the <b>View/Update Item Details</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu not sorted. Click to sort in ascending order.</b> button. 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Customer Accounts</b> menu. 
5.	Click the <b>Item Information</b> menu. 
6.	Click the <b>View/Update Item Details</b> menu. 




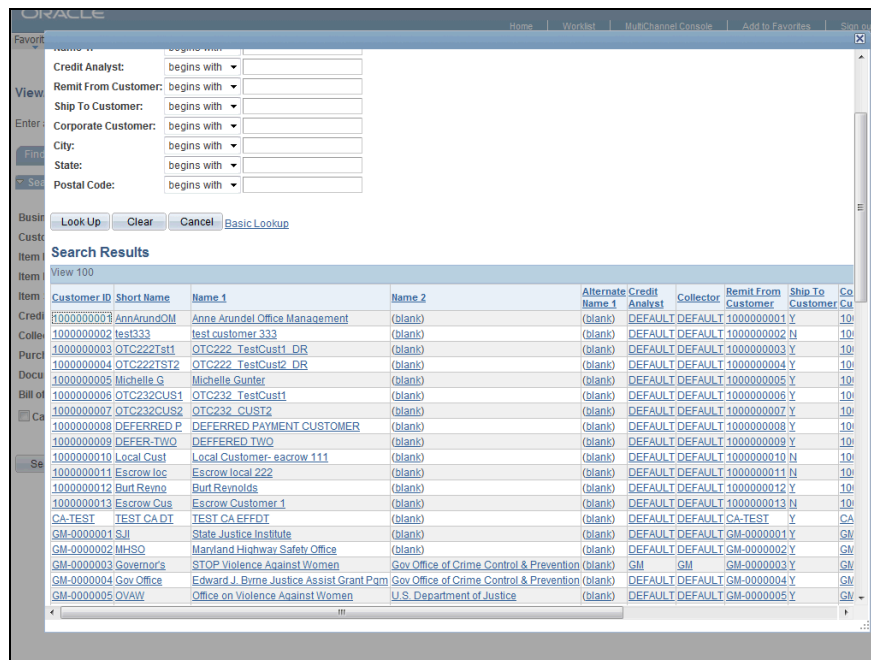
Step	Action
7.	The <b>View/Update Item Details</b> search page displays.  Enter the desired information into the <b>Business Unit</b> field. Enter " <b>jud52</b> ".

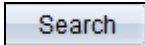
# Training Guide

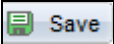
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
8.	Click the <b>Look up Customer ID</b> button. 



Step	Action
9.	The <b>Look Up Customer ID</b> window displays.  Select your local Escrow customer.  Click the <b>Escrow local 222</b> link. <a href="#">Escrow local 222</a>
10.	Click the <b>Search</b> button. 
11.	Click on the applicable Item ID that you wish to view.  For this topic, click the <b>OA-14</b> link. <a href="#">OA-14</a>

Step	Action
12.	<p>The <b>View/Update Item Details</b> page displays.</p> <p>The bottom of the screen contains a section titled "<b>AOC Custom Data</b>", which houses escrow-related data fields.</p> <p>Review and verify this section.</p> <p>Click the <b>Save</b> button.</p> 
13.	<p>You have successfully completed the <i>Verify Escrow on Escrow Tracking Page</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Verify escrow values in GEARs</li> </ul> <p><b>End of Procedure.</b></p>

### 3.2 Processing BUS Exceptions

There may be circumstances where a transaction will not successfully load into GEARs. For example, if a new account code is setup on a register, the corresponding Charge Code was not setup in GEARs, and the mapping was not added to the BUS interface, the invoice and deposit will not be created in GEARs. In these circumstances, it is necessary to enter the invoice and payment manually in GEARs.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



In this section you will use pages in the Billing and Accounts Receivables modules in GEARS to create and process manual invoice and payments.

After completing this section, you will be able to:

- Enter the Invoice
- Enter Regular Deposit and Create Payment Worksheet for Application
- Run the Payment Application Verification (Review Customer Account)

### 3.2.1 Entering the Invoice

The first step in Bus Exception Processing is to manually enter an invoice in GEARS. After entering the bill, you can rerun the FAR to verify revenue allocation for transactions entered online as well as those interfaced from the BUS.






In this topic, you will use the Bill Entry pages in GEARS to manually create an invoice.

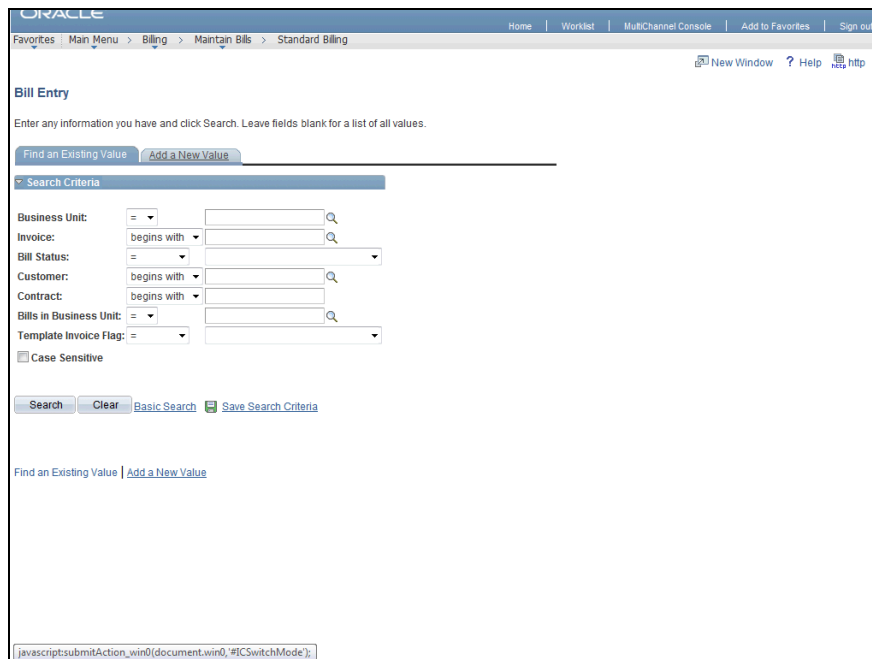
After completing this topic, you will learn how to:

- Create a manual invoice

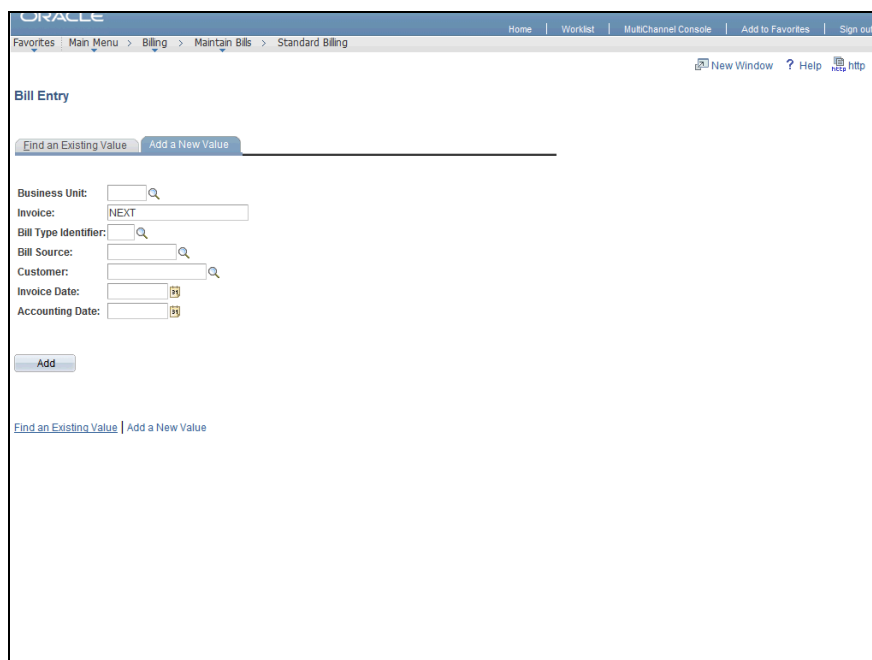
### Procedure

In this topic, you will use the **Bill Entry** pages in GEARS to manually create an invoice.

Step	Action
1.	Begin by navigating to the <b>Bill Entry</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu item. 
5.	Click the <b>Standard Billing</b> menu. 



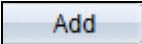
Step	Action
6.	<p>The <b>Bill Entry</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab.</p> <div> Add a New Value </div>

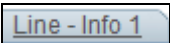


# Training Guide



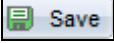






## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
7.	Enter the desired information into the <b>Business Unit</b> field. For this example, enter " <b>JUD53</b> ".
8.	Enter the desired information into the <b>Bill Type Identifier</b> field. For this example, enter " <b>LIC</b> ".
9.	Enter the desired information into the <b>Bill Source</b> field. For this example, enter " <b>REGISTER</b> ".
10.	Enter the desired information into the <b>Customer</b> field. For this example, enter " <b>JUD53</b> ".
11.	Enter the desired information into the <b>Invoice Date</b> field. For this example, enter " <b>T</b> ".
12.	Enter the desired information into the <b>Accounting Date</b> field. Enter " <b>T</b> ".
13.	Click the <b>Add</b> button. 

Step	Action
14.	The <b>Bill Entry Header - Info 1</b> page displays.  Click the <b>Line - Info 1</b> tab. 



Step	Action
15.	The <b>Bill Entry Line - Info 1</b> page displays.  Enter the desired information into the <b>Table</b> field. Enter " <b>ID</b> ".
16.	Click the <b>Look up Identifier (Alt+5)</b> button to select a Charge Code. 
17.	Click the <b>RCS-362</b> link. 
18.	Enter the desired information into the <b>Gross Extended</b> field. For this example, enter " <b>200</b> ".
19.	Click the <b>Save</b> button. 
20.	For BUS-related invoice entries, for every positive amount you enter, you must counteract it with a negative. You will now add a row to enter your negative amount. In this case, \$-200.  Click the <b>Add a new row at row 1</b> button. 
21.	Click the <b>Look up Table</b> button. 
22.	Click the <b>ID</b> link. 
23.	Click the <b>Look up Line Type</b> button. 
24.	Click the <b>MISC</b> link. 
25.	Enter the desired information into the <b>Gross Extended</b> field. Enter " <b>-200</b> ".
26.	Enter the desired information into the <b>Identifier</b> field. Enter " <b>BUS_PAYMENT</b> ".
27.	Click the <b>Accounting</b> link. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page help http

Header - Info 1 | Line - Info 1 | **Acctg - Rev Distribution**

Unit: JUD53 Bill To: JUD53 Pretax Amt: 0.00 USD  
 Invoice: 10000000133 Baltimore County District Court Max Rows: 5

Bill Line Seq: 2 Line: Net Extended: -200.00  
 Identifier: Description:

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | 1 of 1 | Last

Code	Batch	PCA	Fund	Account	Program	Approp	Approp	Percentage	Amount	Budget
Seq	Seq	Seq	Seq	Seq	Seq	Seq	Seq	Seq	Seq	Seq
									0.00	

Percent: 0.00 Amount: 0.00 Gross Extended: -200.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
 Notes Express Entry Page Series  
 Summary Bill Search Line Search Navigation: Acctg - Rev Distribution Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Step	Action
28.	<p>The <b>Acctg - Rev Distribution</b> tab displays. Notice you are still viewing the second line item that you added. Entering in the code <b>BUS_PAYMENT</b> will then autofill the remaining fields on the line.</p> <p><b>NOTE:</b> The Pretax Amt is currently \$0.00</p> <p>Enter the desired information into the <b>Code</b> field. Enter "<b>BUS_PAYMENT</b>".</p>

Step	Action
29.	<p>Verify that everything was added correctly.</p> <p>Click the <b>Header - Info 1</b> tab.</p> <p><b>Header - Info 1</b></p>

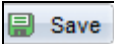
# Training Guide

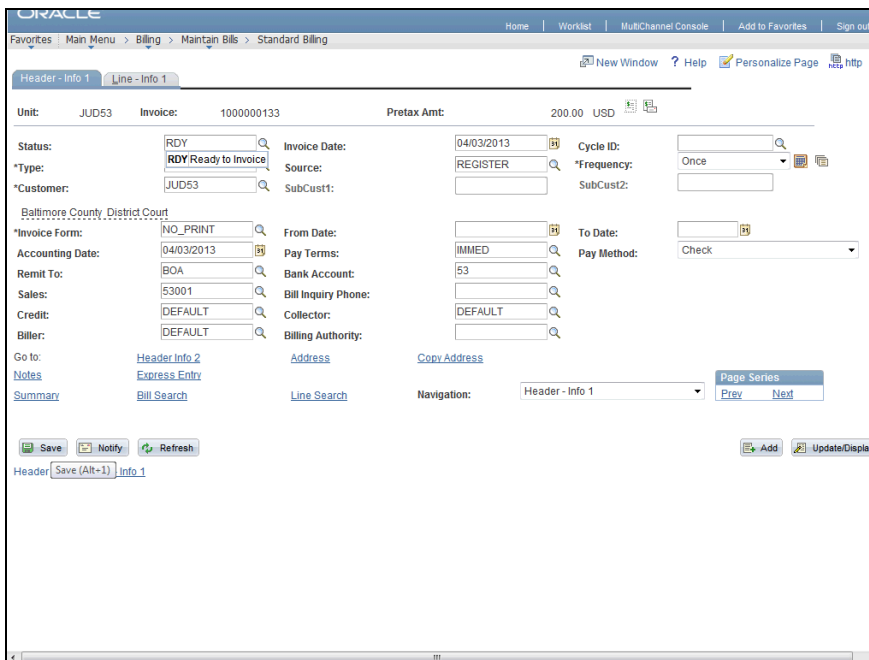
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
30.	Enter the desired information into the <b>Status</b> field. Enter " <b>RDY</b> ".

The screenshot shows the Oracle AR230 interface for managing customer billing. The 'Header - Info 1' tab is active. The 'Status' field is set to 'RDY Ready to Invoice'. Other fields include Unit: JUD53, Invoice: 1000000133, Pretax Amt: 200.00 USD, Invoice Date: 04/03/2013, Cycle ID: Once, and Pay Method: Check. The interface includes various search and navigation buttons at the bottom.

Step	Action
31.	Click the <b>Save</b> button. 



Step	Action
32.	<p>You have successfully completed the <i>Entering the Invoice</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- manually create an invoice in GEARS</li> </ul> <p><b>End of Procedure.</b></p>

### 3.2.2 Running the Single Action Invoice Process

Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, **Finalization**, creates the invoice and PDF file for printing, should you choose to print. The next will create the accounting lines for the Revenue distribution.

After completing this topic, you will be familiar with how the:

- Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).
- The Change Status of Bills report is generated in the Finalize and Print process for review.
- The "Load GL Accounting Entries" reports are available for review in the process monitor.




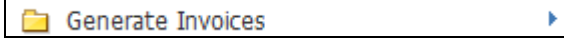

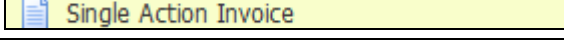
### Procedure

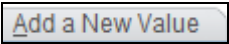
In this topic, you will learn how to execute single action invoice process and review through a report.

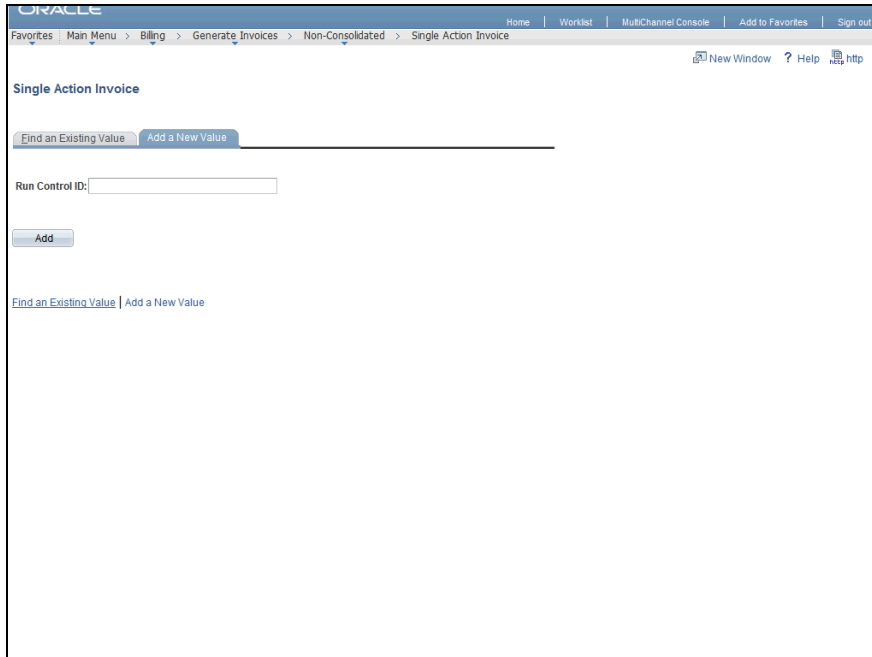
# Training Guide

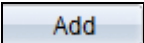
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
1.	Begin by navigating to the <b>Single Action Invoice</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Generate Invoices</b> menu. 
5.	Click the <b>Non-Consolidated</b> menu. 
6.	Click the <b>Single Action Invoice</b> menu. 

Step	Action
7.	<p>The <b>Single Action Invoice</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab if there isn't an existing value available.</p> 



Step	Action
8.	<p>The Add a New Value tab displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>PS</b>" followed by your initials. However, for this example, enter "<b>PSBIP</b>."</p>
9.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Single Action Invoice | Print Options

Run Control ID: PSBIP | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters

Seq Nbr: 1

Invoice Date Option

☐ Processing Date

☒ User Defined 01/04/2013

Posting Action

☐ Do Not Post

☒ Batch Standard

Range Selection

☒ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher Number

☐ Invoice ID

☐ Cust ID


☐ Bill Type

☐ Bill Source

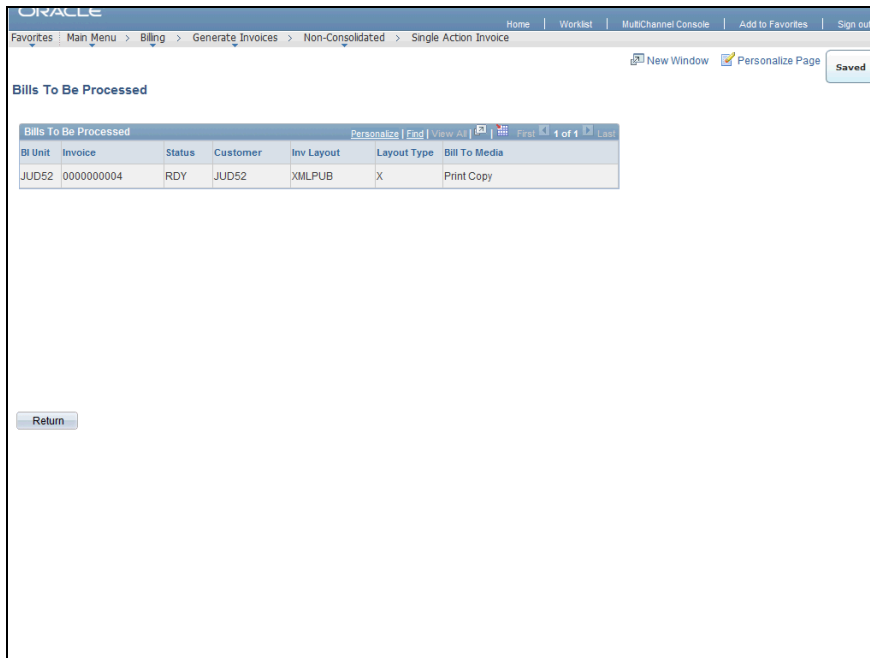
Business Unit: JUD52

Save | Return to Search | Notify | Add | Update/Display

Single Action Invoice | Print Options

Step	Action
10.	<p>The <b>Single Action Invoice</b> page displays.</p> <p>Click the <b>Processing Date</b> radio button.</p> <p><input checked="" type="radio"/> Processing Date</p>
11.	<p>Click the <b>Bills To Be Processed</b> icon.</p> <p></p>





Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window | Personalize Page | Saved

**Bills To Be Processed**

Personalize | End | View All | First | 4 of 1 | Last

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD52	0000000004	RDY	JUD52	XMLPUB	X	Print Copy

Return

Step	Action
12.	<p>The <b>Bills To Be Processed</b> page displays. Verify that the information on the line(s) is correct.</p> <p>Click the <b>Return</b> button.</p> <p>Return</p>
13.	<p>Click the <b>Run</b> button.</p> <p>Run</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

New Window | Personalize Page | http


### Process Scheduler Request

User ID: ken.vp1 | Run Control ID: PSBIP

Server Name: [dropdown] | Run Date: 01/07/2013 | Recurrence: [dropdown] | Run Time: 10:39:12AM | [Reset to Current Date/Time](#)

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	AOC_GMBI	AOC_GMBI	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TEXT	<a href="#">Distribution</a>
<input type="checkbox"/>	Generate AP Vouchers	BIGNAP01	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TEXT	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Single Action Invoice</a>	BUJOB03	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Single Action w/ Comm Cntrl</a>	BUJOB03K	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Single Action - No Crystal</a>	BUJOBX3	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Single Action Com Cntrl No Cryst</a>	BUJOBX3K	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/SQR</a>	BIPJ10	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XMLP PSA03 Invoice</a>	BIPJ100	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Grants Invoice w/SQR</a>	BIPJ20	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print SF1080/81 Invoice w/SQR</a>	BIPJ30	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/Crystal</a>	BIPJ40	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/XML Publisher</a>	BIPJ50	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XMLP PS/ICA Invoice</a>	BIPJ55	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XMLP 1034/35 Invoice</a>	BIPJ60	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XMLP Summ Invoice</a>	BIPJ65	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print XML P Invoice</a>	BIPJ75	PSJob	(None)	(None)	<a href="#">Distribution</a>

Step	Action
14.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Click the <b>Select</b> option for <b>Single Action Invoice</b>.</p> 
15.	Move the scrollbar downward.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	AOC_GMBI	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Currency Conversion	BICURCNV	Application Engine	Web	TEXT	Distribution
<input type="checkbox"/>	Generate AP Vouchers	BIGNAP01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TEXT	Distribution
<input checked="" type="checkbox"/>	Single Action Invoice	BUOB03	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action w/ Comm Cntl	BUOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action - No Crystal	BUOBX3	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action Com Cntl No Crvs	BUOBX3K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Load GL Interface	BILDGL01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF108081 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/Crystal	BIPJ40	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ Invoice	BIPJ65	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/OH Invoice	BIPJ85	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Pre-Load Process	BIPRELD	Application Engine	Web	TEXT	Distribution
<input type="checkbox"/>	Comm. Cntl. Budget Processor	FS_BP	Application Engine	Web	TEXT	Distribution

Step	Action
16.	Click the <b>OK</b> button.

Run Control ID: PSBIP    Report Manager    Process Monitor    Run

Language: English    Specified    Recipient's    Process Instance: 13282

Seq Nbr: 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☐ Do Not Post    ☒ Batch Standard

Range Selection

☒ All    ☐ Invoice ID

☐ Bill Cycle    ☐ Cust ID

☐ Date Bill Added    ☐ Bill Type

☐ Range ID    ☐ Bill Source

☐ Public Voucher Number


Business Unit: JUD52

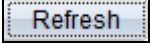
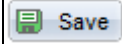
Save    Return to Search    Notify    Add    Update/Display

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
17.	Click the <b>Process Monitor</b> link. 

Step	Action
18.	The <b>Process List</b> displays.  Click the <b>Refresh</b> button. 
19.	Click the <b>Save</b> button once the <b>Run Status</b> is " <b>Success</b> " and the <b>Distribution Status</b> is " <b>Posted</b> ". 
20.	You have successfully completed the <i>Run the Single Action Invoice Process</i> topic.  You have learned to: - execute the single action invoice process - generate report for review <b>End of Procedure.</b>

## Lesson 4: Processing Escrow Transactions

### Lesson Overview

This lesson covers process online escrow payments and the end-to-end process of returning escrow.

### Lesson Objectives

After completing this lesson you will be familiar with:

- Create Escrow and Surety Customer
  - Create Regular Deposit with Regular Deposit Payments
  - Create Payment Workshop
  - Set Payment to post
  - Run AR Update
  - Review Posted Escrow payment
- 
- Create an AP Vendor and Link to Local Customer
  - Create Return of Escrow Transaction
  - Run AR Update
  - Load to AP

### 4.1 Online Escrow Payments (Standalone Register Locations)

#### Online Escrow Payments (Standalone Register Locations)

This section details the process for recording escrow deposits online for transactions that were not aggregated through the BUS. The payment is recorded in Accounts Receivable as a Regular Deposit. Then a Payment Worksheet is created to apply it. DBF runs the Journal Generator process to post the payment in General Ledger.

After completing this section, you will be able to:

- Create Escrow and Surety Customer
- Create Regular Deposit with Regular Deposit Payments
- Create Payment Workshop
- Set Payment to post
- Run AR Update
- Review Posted Escrow payment

#### 4.1.1 Creating an Escrow and Surety Customer

This topic details the process of creating a Local Customer (Defendant) and a Surety Customer. The process is similar for both.

In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer, if one does not already exist.

After completing this topic, you will learn how to:

# Training Guide

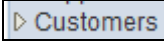


## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

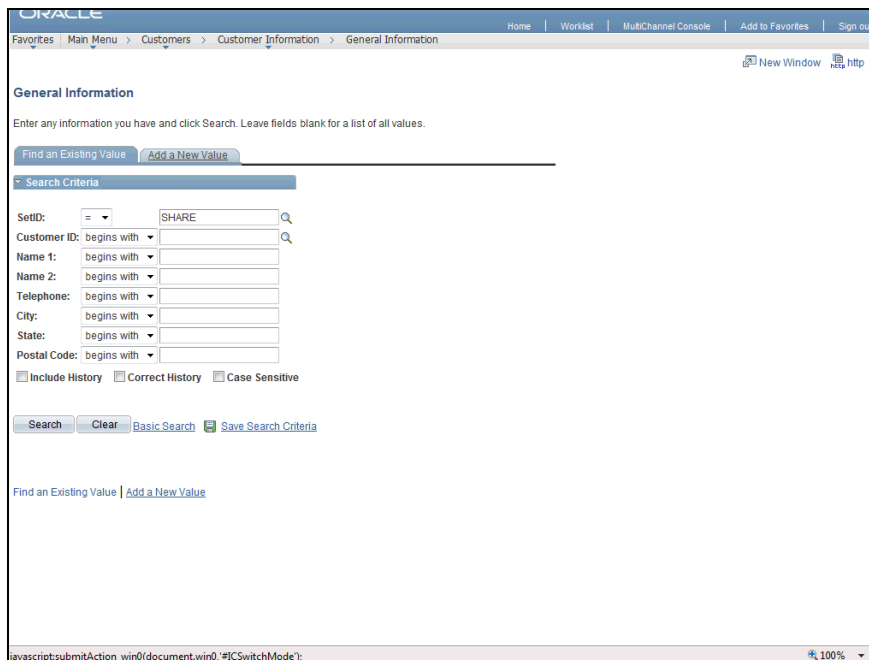


- Create a new Surety and/or Escrow customer

### Procedure

In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

Step	Action
1.	Begin by navigating to the <b>Customer Information - General Information</b> page.  Click the <b>Customers</b> link. 
2.	Click the <b>Customer Information</b> link. 
3.	Click the <b>General Information</b> link. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customers > Customer Information > General Information

New Window http

### General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = SHARE

Customer ID: begins with

Name 1: begins with

Name 2: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

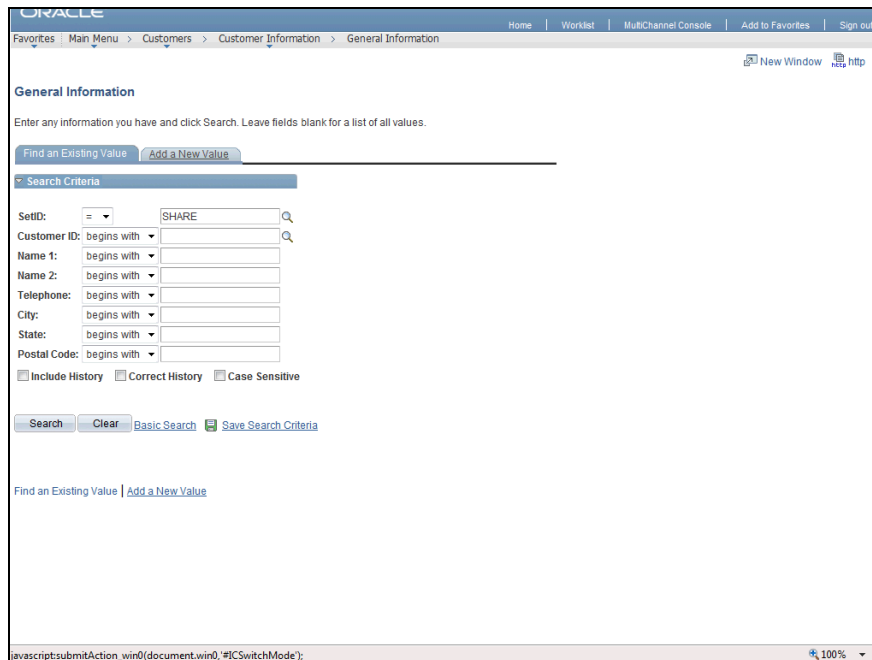
Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

javascript:submitAction\_win0(document.win0,'#ICSwitchMode');

100%

Step	Action
4.	<p>The <b>Customer Information - General Information</b> search page displays. Before you create a new customer, you can check to see if the customer already exists in the system.</p> <p>Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field, then click the <b>Search</b> button.</p>



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customers > Customer Information > General Information

New Window http

### General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = SHARE

Customer ID: begins with

Name 1: begins with

Name 2: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

javascript:submitAction\_win0(document.win0, '#ICSwitchMode');

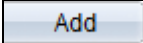
100%

Step	Action
5.	<p>If the customer doesn't exist, click the <b>Add a New Value</b> tab.</p> <p><b>Add a New Value</b></p>

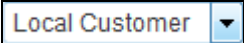
# Training Guide

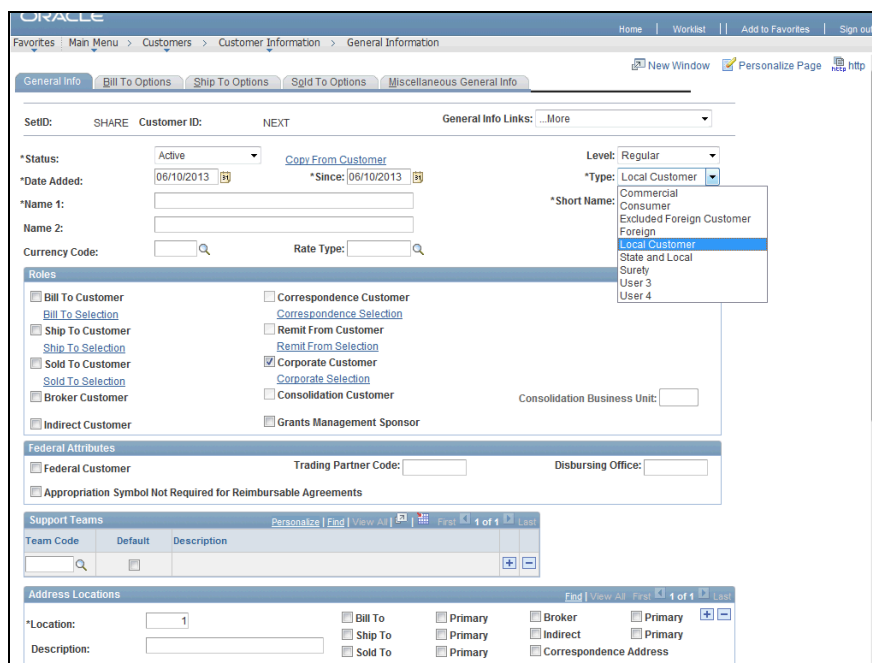
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court


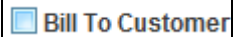
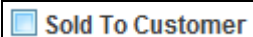


Step	Action
6.	<p>The <b>General Information - Add New Value</b> search page displays.</p> <p>Click the <b>Add</b> button.</p> 



Step	Action
7.	The <b>Customer Information - General Information</b> page displays.  Enter the desired information into the <b>Name 1</b> field. Enter " <b>Anne Arundel Office Management</b> ".
8.	Click the <b>Type</b> list. 





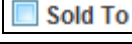


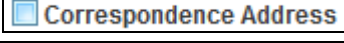
Step	Action
9.	Depending on the type of customer you wish to create, you can select either the <b>Surety</b> list item to create a Surety customer or select <b>Local Customer</b> to create an Escrow customer.
10.	For this example, we can create a Surety Customer. Click the <b>Surety</b> list item. 
11.	Enter the desired information into the <b>Currency Code</b> field. Enter " <b>USD</b> ".
12.	Enter the desired information into the <b>Rate Type</b> field. Enter " <b>CRRNT</b> ".
13.	Click the <b>Bill To Customer</b> option. 
14.	Click the <b>Sold To Customer</b> option. 

# Training Guide

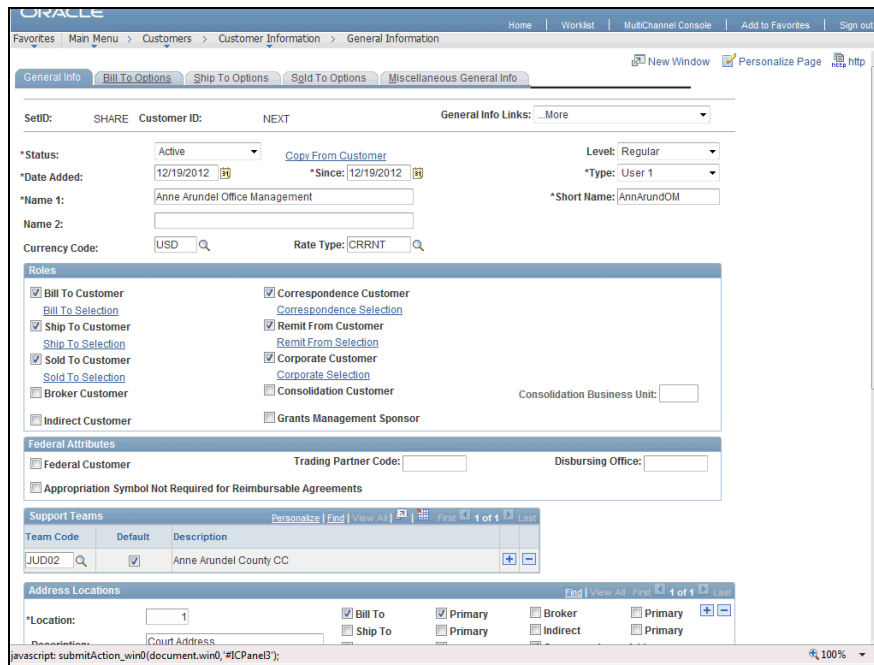
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

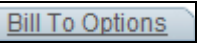


Step	Action
15.	Move the scrollbar downwards.

Step	Action
16.	Enter the desired information into the <b>Team Code</b> field. Enter " <b>SALES</b> ".
17.	Click the <b>Default</b> option. 
18.	Click the <b>Bill To</b> option in the <b>Address Locations</b> section. 
19.	Click the <b>Sold To</b> option. 
20.	Click the <b>Primary</b> option. 
21.	Click the <b>Primary</b> option. 
22.	Click the <b>Correspondence Address</b> option. 
23.	Enter " <b>customer address on file</b> " into the <b>Address Locations Description</b> field.
24.	Enter the customer's address in the <b>Address 1</b> field, such as " <b>210 Holiday Court.</b> "

Step	Action
25.	Enter the desired information into the <b>City</b> field. Enter " <b>Annapolis</b> ".
26.	Enter the desired information into the <b>State</b> field. Enter " <b>MD</b> ".
27.	Enter the desired information into the <b>Postal</b> field. Enter " <b>21401</b> ".
28.	Move the scrollbar upwards.



Step	Action
29.	Click the <b>Bill To Options</b> tab. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE  
Favorites | Main Menu > Customers > Customer Information > General Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Info | **Bill To Options** | Ship To Options | Sgld To Options | Miscellaneous General Info

SetID: SHARE Customer ID: NEXT Anne Arundel Office Management

**Customer Bill To Options** Find | View All | First | 1 of 1 | Last

\*Effective Date: 12/19/2012 \*Status: Active  
Currency Code: USD Rate Type: CRRNT

Responsibilities:  
Credit Analyst: Collector:  
AR Specialist: Bill Inquiry Phone:  
Billing Specialist: Billing Authority:

**Billing Options**  
☒ Direct Invoicing  
☐ Federal Highway File  
☐ Prompt for Billing Currency  
\*Freight Bill Type: Shipping  
Bill Type:  
Billing Cycle Identifier:  
Invoice Form:  
Bill By Identifier:  
AR Distribution Code:  
Hold Number of Days:

**Billing Consolidation Data**  
Consolidation Key:  
SetID:  
Customer ID:

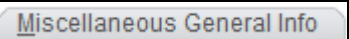
**Blanket Purchase Orders**  
Blanket PO Number:  
Start Date:  
End Date:

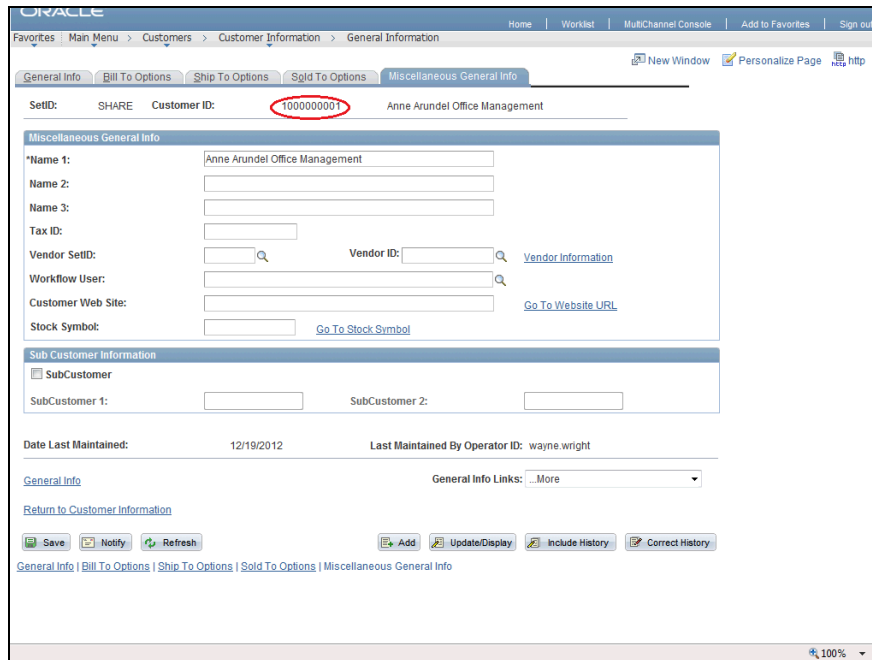
**Order Management Options**  
☐ Purchase Order Required  
☐ Disable Prices on Receipt

**InterUnit Billing**  
☐ InterUnit Customer  
GL Business Unit:

**Immediate Payment Options**  
☐ Immediate Payment Required  
Deposit Percent:

javascript: submitAction\_win0(document.win0, #ICPanel3); 100%

Step	Action
30.	The <b>Bill To Options</b> page displays.  Enter the desired information into the <b>Credit Analyst</b> field. Enter " <b>DEFAULT</b> ".
31.	Enter the desired information into the <b>Collector</b> field. Enter " <b>DEFAULT</b> ".
32.	Click the <b>Miscellaneous General Info</b> tab. 



The screenshot shows the Oracle AR230 Miscellaneous General Info page. The Customer ID field is highlighted with a red circle and contains the value 1000000001. The page displays various fields for customer information, including Name, Tax ID, Vendor ID, and SubCustomer information. The page also includes a 'General Info' section with a 'More' dropdown and a 'Return to Customer Information' link. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
33.	<p>The <b>Miscellaneous General Info</b> page displays. Review the Miscellaneous General Information page.</p> <p>Note that there is now an ID associated with the Customer that you created.</p>
34.	<p>You have successfully completed the <i>Creating an Escrow and Surety Customer</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- manually create an Escrow or Surety customer</li> </ul> <p><b>End of Procedure.</b></p>

### 4.1.2 Creating a Regular Deposit with Regular Payment

This topic details the process for creating a Regular Deposit to record an escrow payment.

After completing this topic, you will be able to:

- create a Regular Deposit with a Deposit ID generated.



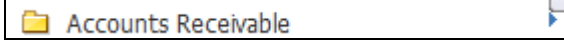
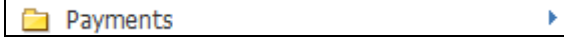

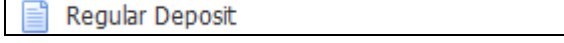
### Procedure

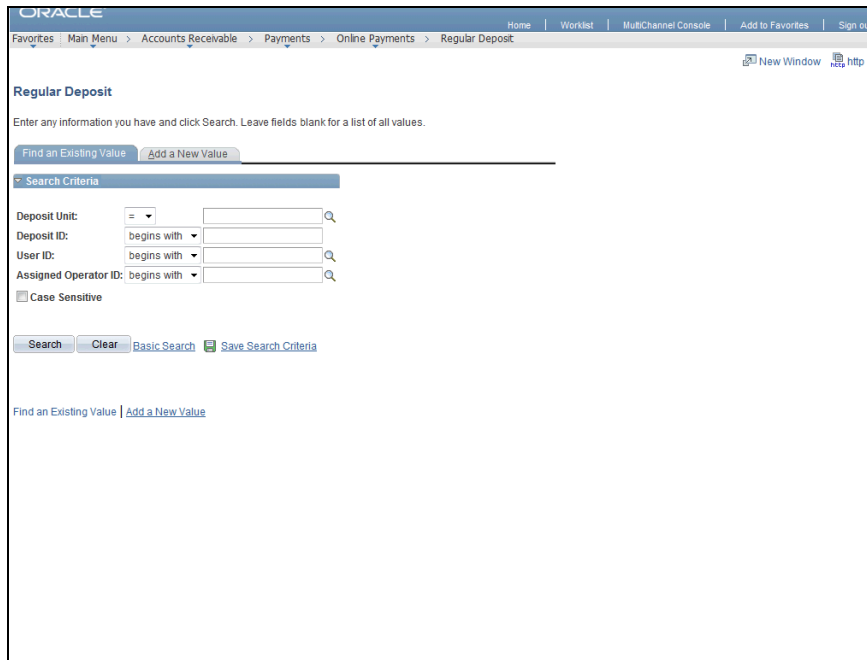
In this topic, you will learn to create a regular deposit payment.

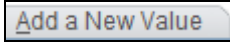
# Training Guide

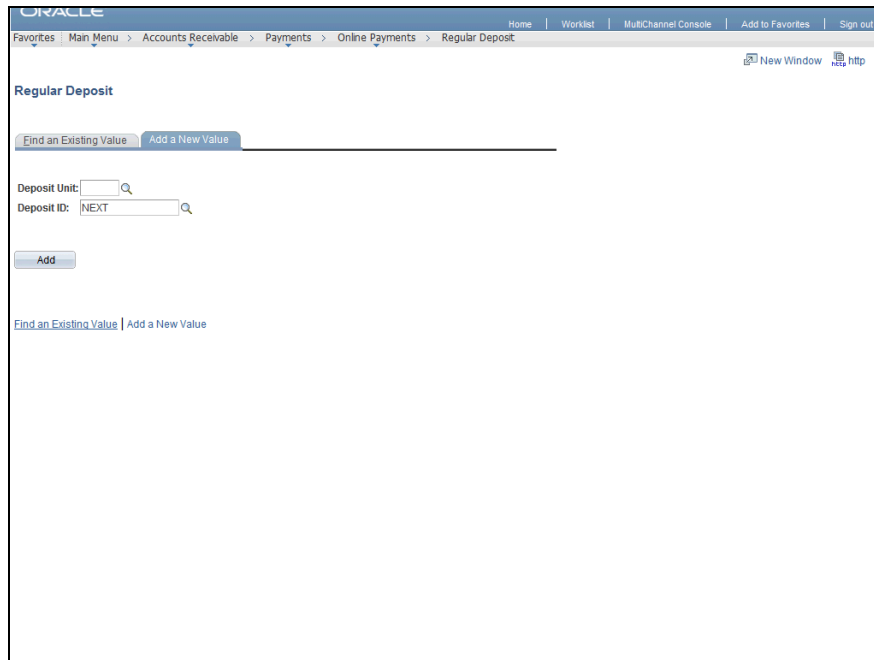
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

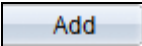


Step	Action
1.	Begin by navigating to the <b>Regular Deposit</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Payments</b> menu. 
5.	Click the <b>Online Payments</b> menu. 
6.	Click the <b>Regular Deposit</b> menu. 



Step	Action
7.	The <b>Regular Deposit</b> search page displays.  Click the <b>Add a New Value</b> tab. 



Step	Action
8.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter "<b>JUD52</b>."</p>
9.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals | Payments

Unit: JUD52 Deposit ID: NEXT [Delete Deposit](#)

\*Accounting Date: 02/20/2013 [Help](#) Control Currency: [Search](#)

\*Bank Code: [Search](#) Format Currency: USD [Search](#)

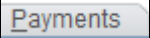
\*Bank Account: [Search](#) Rate Type: [Search](#)

\*Deposit Type: [Search](#) Exchange Rate: [Search](#)

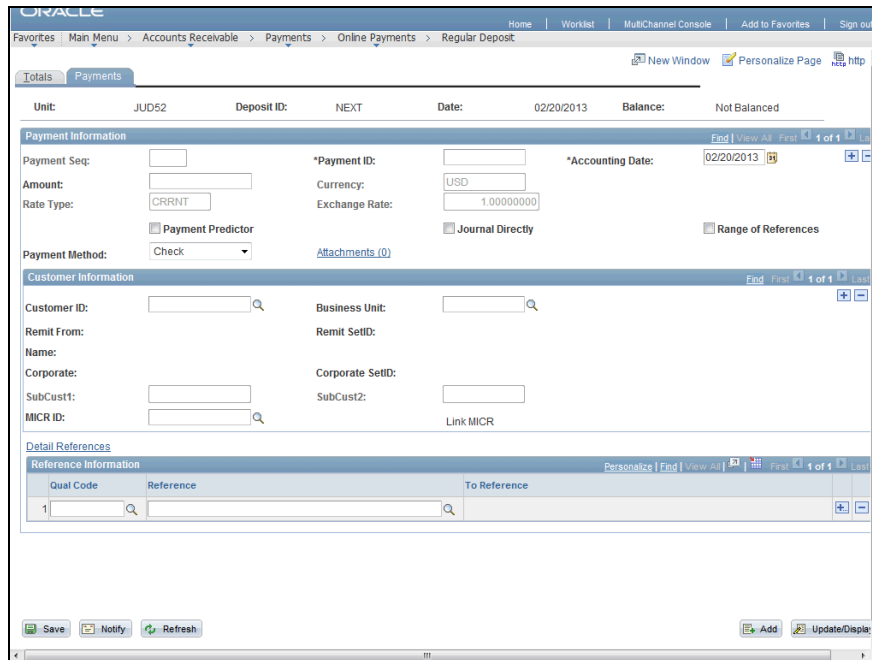
Control Totals		Control Data	
Control Total Amount:	0.00	*Count:	0
Entered <a href="#">Help</a> <a href="#">Alt+F11</a> :	0.00	*Received:	02/20/2013 <a href="#">Help</a>
Difference Amount:	0.00	*Entered:	02/20/2013 <a href="#">Help</a>
Posted Total Amount:	0.00	Count:	-1
Journalled Total Amount:	0.00	Count:	0
		Posted:	
		Assigned:	ken vp1 <a href="#">Search</a>
		User:	ken vp1

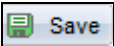

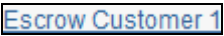
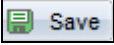
[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Totals | Payments

Step	Action
10.	The <b>Regular Deposit - Totals</b> page displays.  Select your escrow bank in the <b>Bank Code</b> field. For this example, enter " <b>BOA</b> ".
11.	Select your escrow bank account in the <b>Bank Account</b> field, which are setup to end with an "e." For this example, enter " <b>TEST</b> ."
12.	The <b>Deposit Type</b> field should automatically populate when a bank is selected. Verify that it reads <b>Cash/Check</b> . If not, enter " <b>C</b> ".
13.	Enter " <b>USD</b> " in the <b>Control Currency</b> field.
14.	Enter the amount of the escrow deposit in the <b>Control Total Amount</b> field. For this example, enter " <b>1500</b> ."
15.	Enter " <b>1</b> " in the <b>Count</b> field.
16.	Click the <b>Payments</b> tab. 





Step	Action
17.	<p>The <b>Payment</b> tab displays.</p> <p>Enter the check number in the <b>Payment ID</b> field. For this example, enter "<b>123456</b>."</p>
18.	<p>Enter the amount of the escrow deposit in the <b>Amount</b> field. For this example, enter "<b>1500</b>".</p>
19.	<p>Click the <b>Save</b> button.</p> 
20.	<p>Once saved, notice the <b>Deposit ID</b> that was generated. WRITE DOWN your <b>Deposit ID</b>.</p> <p>Click the <b>Look up Customer ID</b> button.</p> 
21.	<p>Select the Escrow Customer created. For this example, click <b>Escrow Customer 1</b>.</p> 
22.	<p>Click the <b>Save</b> button.</p> 
23.	<p>You have successfully completed the <i>Create Regular Deposit with Regular Payment</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- create a regular deposit payment</li> </ul> <p><b>End of Procedure.</b></p>

## Training Guide

### AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



#### 4.1.3 Creating the Payment Worksheet (Including Payment Application)



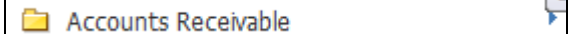
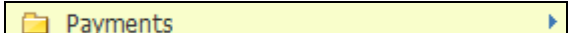
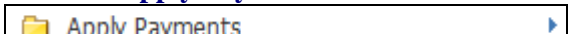
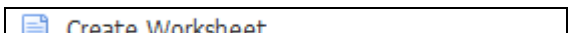
The deposit is placed "on account" for the customer in the Payment Worksheet. Data elements such as Case / Citation #, Receipt #, and Treasury Code # are entered in this component.

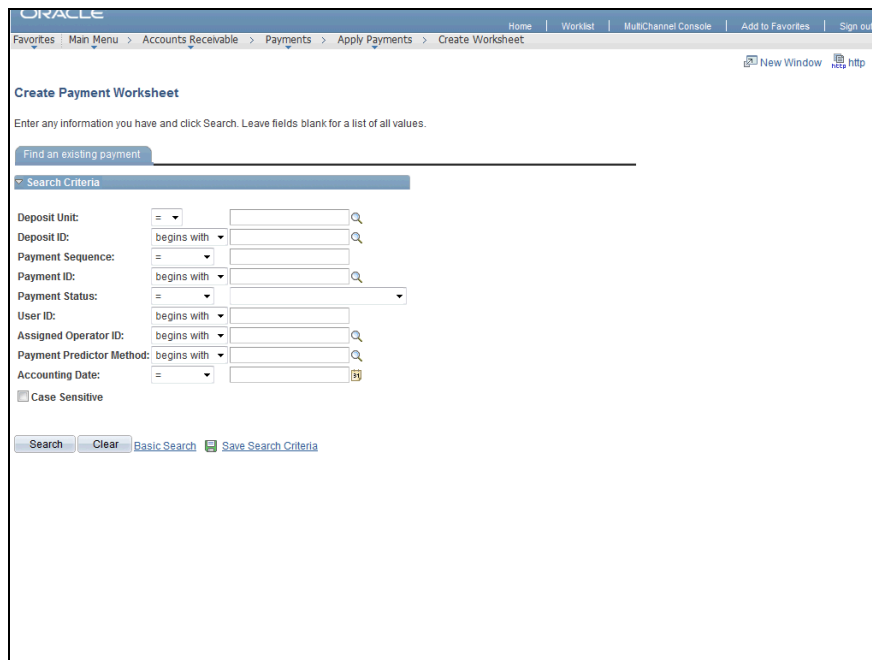
After completing this topic, you will be able to:

- successfully save a payment Worksheet for the deposit recorded in the previous topic.

#### Procedure

In this topic, you will learn to create a payment worksheet.

Step	Action
1.	Begin by navigating to the <b>Create Worksheet</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Payments</b> menu. 
5.	Click the <b>Apply Payments</b> menu. 
6.	Click the <b>Create Worksheet</b> menu. 



**ORACLE**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

New Window | http

### Create Payment Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an existing payment

**Search Criteria**

Deposit Unit: [dropdown] [text] [search]

Deposit ID: [dropdown] [text] [search]

Payment Sequence: [dropdown] [text] [search]

Payment ID: [dropdown] [text] [search]

Payment Status: [dropdown] [text] [search]

User ID: [dropdown] [text] [search]

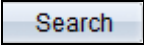

Assigned Operator ID: [dropdown] [text] [search]

Payment Predictor Method: [dropdown] [text] [search]

Accounting Date: [dropdown] [text] [search]

☐ Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

Step	Action
7.	The <b>Create Payment Worksheet</b> search page displays.  Enter your <b>Deposit Unit</b> in the <b>Deposit Unit</b> field. For this example, enter <b>"JUD52."</b>
8.	Click the <b>Search</b> button. 
9.	Click the hyperlink of the deposit you created. Click the <b>123456</b> link. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Payment Worksheet Selection

Deposit Unit: JUD52      Payment ID: 123456      ☒ Payment Predictor  
 Deposit ID: 30      Payment Amount: 1,500.00 USD  
 Deposit Status: None Applied      Payment Status: Identified

**Customer Criteria**

Customer Criteria: **Customer Reference** [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Customer Items

Customer ID: 1000000013      Business Unit:  [+](#) [-](#)  
 SubCustomer 1:  [+](#) [-](#)      SubCustomer 2:  [+](#) [-](#)  
 Name: Escrow Customer 1  
 Remit SetID: SHARE      Remit From ID: 1000000013  
 Corporate SetID: SHARE      Corporate ID: 1000000013  
 MICR ID:  [+](#) [-](#)      Link MICR

**Reference Criteria**

Reference Criteria: **Item Reference** [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Restrict to:  [+](#) [-](#)

Match Rule:  [+](#) [-](#)

[Detail Reference](#)  
[Item Status](#)

**Item Inclusion Options**

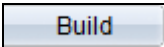
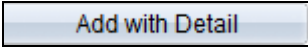
☒ All Items      ☐ Deduction Items Only      ☐ Items in Dispute Only  
☐ Exclude Deduction Items      ☐ Exclude Collection Items      ☐ Exclude Dispute Items

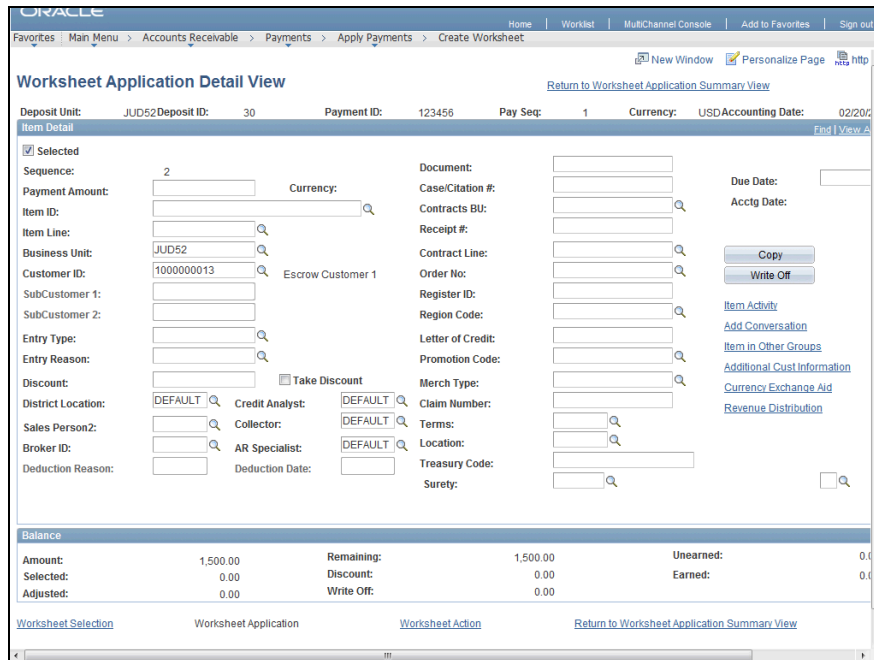
**Worksheet Action**


[Build](#)      [Clear](#)      Created at:      Items: 0

Worksheet Selection      [Worksheet Application](#)      [Worksheet Action](#)

[Save](#)      [Return to Search](#)      [Previous in List](#)      [Next in List](#)      [Notify](#)      [Refresh](#)

Step	Action
10.	Click the <b>Build</b> button. 
11.	The <b>Payment Worksheet Application</b> page displays. Click the <b>Add with Detail</b> button. 



Step	Action
12.	<p>The <b>Worksheet Application Detail View</b> page displays.</p> <p>Enter the amount of the escrow deposit as a negative number in the <b>Payment Amount</b> field. For this example, enter "<b>-1500.</b>"</p>
13.	<p>Click the <b>Look up Entry Type</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Worksheet Application Detail View

Deposit Unit: JUD52 Deposit ID: 30 Payment ID: 123456 Pay Seq: 1 Currency: USD Accounting Date: 02/20/2012

Item Detail

Sequence: 2 Payment Amount: -1500.00 Item ID: Item Line: Business Unit: JUD52 Customer ID: 1000000013 SubCustomer 1: SubCustomer 2: Entry Type: Entry Reason: Discount: District Location: DEFAULT Credit Analyst: Sales Person 2: Broker ID: Deduction Reason: Deduction Date:

Look Up Entry Type

Search Results


SetID	Entry Type	System Function	Description
SHARE OA	WS-05	10	Place An Amount On Account
SHARE PR	WS-04		Prepay An Item
SHARE PY	WS-01		Pay An Item

Balance

Amount	Remaining	Unearned
1,500.00	1,500.00	0.00
Selected: 0.00	Discount: 0.00	Earned: 0.00
Adjusted: 0.00	Write Off: 0.00	

Worksheet Selection Worksheet Application Worksheet Action Return to Worksheet Application Summary View

javascript:doUpdateParent(document.win0,'#CRow0');

Step	Action
14.	<p>The <b>Look Up Entry Type</b> window displays.</p> <p>Click the <b>Place An Amount On Account</b> link.</p> <p><b>Place An Amount On Account</b></p>
15.	<p>Click the <b>Look up Entry Reason</b> button.</p> <p></p>

The screenshot shows the Oracle AR230 'Worksheet Application Detail View'. A 'Look Up Entry Reason' dialog box is open, displaying search results. The dialog has a 'Cancel' button and a 'Search Results' section. The search results table is as follows:

SetID	Entry Type	Entry Reason	Description
SHARE OA	ABAND	Abandoned Property	
SHARE OA	APLRF	Appeal Fees Refunded	
SHARE OA	BDRED	Bond Refund	
SHARE OA	ESCRW	Escrow	
SHARE OA	PRPAY	Pre-payment	
SHARE OA	UNION	Unidentified Customer	

The background form shows the following details:

- Deposit Unit: JUD52
- Deposit ID: 30
- Payment ID: 123456
- Pay Seq: 1
- Currency: USD
- Accounting Date: 02/20/2011
- Item ID: OA-19
- Business Unit: JUD52
- Customer ID: 1000000013
- SubCustomer 1:
- SubCustomer 2:
- Entry Type: OA
- Entry Reason:
- Discount:
- District Location: DEFAULT
- Sales Person 2:
- Broker ID:
- Deduction Reason:

Step	Action
16.	<p>The <b>Look Up Entry Reason</b> window displays.</p> <p>Click the <b>Escrow</b> link.</p> <p><a href="#">Escrow</a></p>
17.	<p>Click the <b>Look up District Location</b> button.</p> <p><a href="#">Look up District Location</a></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Worksheet Application Detail View

Deposit Unit: JUD53 Deposit ID: 2 Payment ID: 1 Pay Seq:

Item Detail

☒ Selected

Sequence: 2 Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Payment Amount: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Item ID: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Business Unit: JUD53 Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Customer ID: 1000000005 Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

SubCustomer 1: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

SubCustomer 2: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Entry Type: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Entry Reason: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Discount: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

District Location: DEFAULT Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Sales Person 2: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Broker ID: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Deduction Reason: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Deduction Date: Currency: Document: Case/Citation #: Contracts BU: Receipt #: Contract Line: Order No: Register ID: Region Code: Letter of Credit: Promotion Code: Merch Type: Claim Number: Terms: Location: Treasury Code: Surety:

Take Discount

Balance

Amount: 80,000.00 Remaining: 80,000.00

Selected: 0.00 Discount: 0.00

Adjusted: 0.00 Write Off: 0.00

Worksheet Selection Worksheet Application Worksheet Action

Look Up District Location

SetID: SHARE


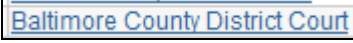

Sales Person: begins with

Look Up Clear Cancel Basic Lookup



Search Results

View 100 First 1-59 of 59 Last

Sales Person	Name 1	Team Member Type Code
01001	Allegheny County Circuit Court	BILL SP
02001	Anne Arundel County Circuit Court	BILL SP
03001	Baltimore County Circuit Court	BILL SP
04001	Calvert County Circuit Court	BILL SP
05001	Caroline County Circuit Court	BILL SP
06001	Carroll County Circuit Court	BILL SP
07001	Cecil County Circuit Court	BILL SP
08001	Charles County Circuit Court	BILL SP
09001	Dorchester County Circuit Court	BILL SP
10001	Frederick County Circuit Court	BILL SP
11001	Garrett County Circuit Court	BILL SP
12001	Harford County Circuit Court	BILL SP
13001	Howard County Circuit Court	BILL SP
14001	Kent County Circuit Court	BILL SP
15001	Montgomery County Circuit Court	BILL SP
16001	Prince Georges County Circuit Court	BILL SP
17001	Queen Anne County Circuit Court	BILL SP
18001	St. Mary's County Circuit Court	BILL SP
19001	Somerset County Circuit Court	BILL SP
20001	Talbot County Circuit Court	BILL SP
21001	WASHINGTON County Circuit Court	BILL SP
22001	Wicomico County Circuit Court	BILL SP
23001	Worcester County Circuit Court	BILL SP
24001	Baltimore City Circuit Court	BILL SP
51001	Allegheny County District Court	BILL SP
52001	Anne Arundel County District Court	BILL SP

Step	Action
18.	The <b>Look Up District Location</b> window displays.  Click the <b>Name 1</b> column header to alphabetize the list. 
19.	Select your location. For this example, enter <b>Baltimore County District Court</b> . 
20.	Enter " <b>CASE #</b> " in the <b>Case/Citation #</b> field.
21.	Enter " <b>RECEIPT #</b> " in the <b>Receipt #</b> field. If applicable, the Commissioner ID should be entered in this field.
22.	Enter " <b>REGISTER ID #</b> " in the <b>Register ID</b> field.
23.	Click the <b>Look up Location</b> button. 



Step	Action
24.	<p>The <b>Look Up Location</b> window displays.</p> <p><b>NOTE:</b> This is the location for the Local Customer.</p> <p>Click the <b>Main</b> link.</p> <p><b>Main</b></p>
25.	<p>Click the <b>Look up Surety</b> button.</p> <p></p>
26.	<p>The <b>Look Up Surety</b> window displays.</p> <p>Select the <b>Surety Customer</b> you created. For this example, click <b>Michelle Gunter</b>.</p> <p><b>Michelle Gunter</b></p>
27.	<p>Click the <b>Look up</b> button for the field to the right of Surety.</p> <p></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Worksheet Application Detail View

Deposit Unit: JUD52 Deposit ID: 30 Payment ID: 123456 Pay Seq: 1 Currency: USD Accounting Date: 02/20/2011

Item Detail

Sequence: 2 Payment Amount: -1,500.00 Item ID: OA-19 Item Line: Business Unit: JUD52 Customer ID: 1000000013 SubCustomer 1: SubCustomer 2: Entry Type: OA Entry Reason: ESCRW Discount: District Location: DEFAULT Sales Person 2: Broker ID: Deduction Reason:

Sold To Customer: Address Sequence Number: 1000000005 Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results


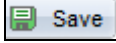

SetID	Address Sequence Number	Description
SHARE 1		Employee Address

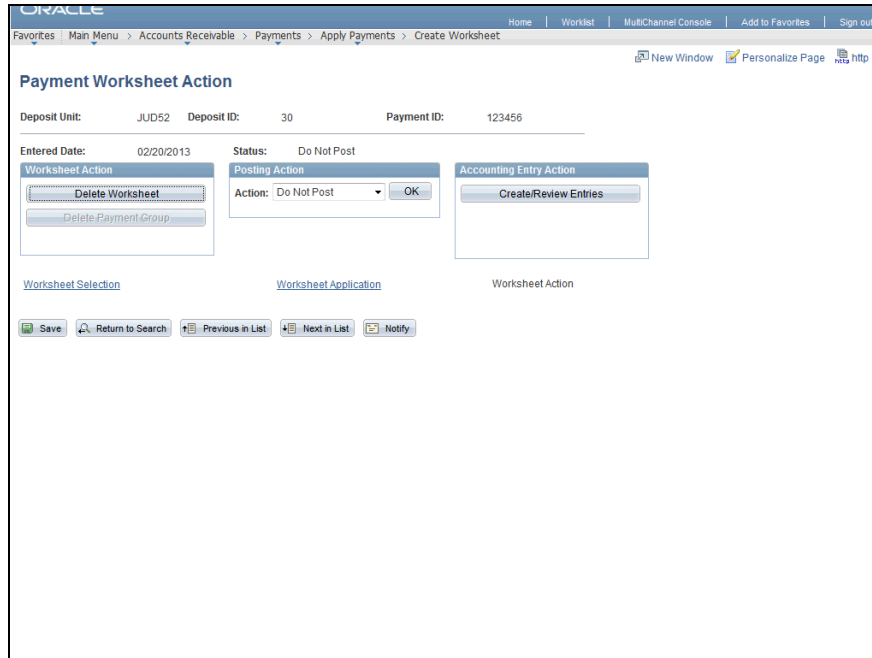
Balance

Amount:	1,500.00	Remaining:	0.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	-1,500.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action Return to Worksheet Application Summary View

javascript:doUpdateParent(document.win0,'#CRov0');

Step	Action
28.	Click the <b>1</b> link under the <b>Address Sequence Number</b> column. 
29.	Click the <b>Save</b> button. 
30.	Click the <b>Worksheet Action</b> link. 



Step	Action
31.	<p>The <b>Payment Worksheet Action</b> page displays.</p> <p>Click the <b>Action</b> list.</p> <div>Do Not Post ▼</div>
32.	<p>Click the <b>Batch Standard</b> list item.</p> <div>Batch Standard</div>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

New Window | Personalize Page | http

### Payment Worksheet Action

Deposit Unit: JUD52    Deposit ID: 30    Payment ID: 123456

Entered Date: 02/20/2013    Status: Do Not Post

**Worksheet Action**

Delete Worksheet

Delete Payment Group

**Posting Action**

Action: Batch Standard    OK

**Accounting Entry Action**

Create/Review Entries

Worksheet Selection    Worksheet Application    Worksheet Action

Save    Return to Search    Previous in List    Next in List    Notify

Step	Action
33.	Click the <b>OK</b> button.

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

New Window | Personalize Page | Saved

### Payment Worksheet Action

Deposit Unit: JUD52    Deposit ID: 30    Payment ID: 123456

Entered Date: 02/20/2013    Status: Batch Standard

**Worksheet Action**

Delete Worksheet

Delete Payment Group

**Posting Action**

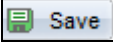
Action: Batch Standard    OK

**Accounting Entry Action**

Create/Review Entries

Worksheet Selection    Worksheet Application    Worksheet Action

Save    Return to Search    Previous in List    Next in List    Notify

Step	Action
34.	Click the <b>Save</b> button. 
35.	You have successfully completed the <i>Create Payment Worksheet (Including Payment Application)</i> topic.  You have learned to: - create a payment worksheet <b>End of Procedure.</b>

#### 4.1.4 Reviewing Payments Set to Post

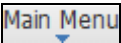

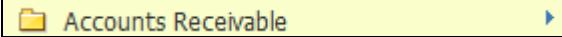
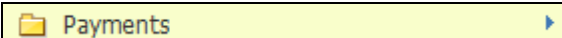
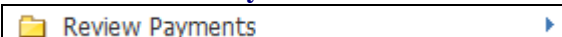
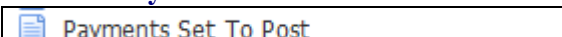
This topic details the process by which you confirm that the payment you recorded in topic 4.1.2 and applied in 4.1.3 is set to post when you run AR Update.

After completing this topic, you will be able to:

- Set the previously recorded payment to Post

#### Procedure

In this topic, you will post a payment.

Step	Action
1.	Navigate to the <b>Payments Set to Post</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the up and down arrows to <b>sort Menu in ascending order</b> . 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Payments</b> menu. 
5.	Click the <b>Review Payments</b> menu. 
6.	Click the <b>Payments Set To Post</b> menu. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Review Payments > Payments Set To Post

New Window | Personalize Page | http

### Payments Set To Post

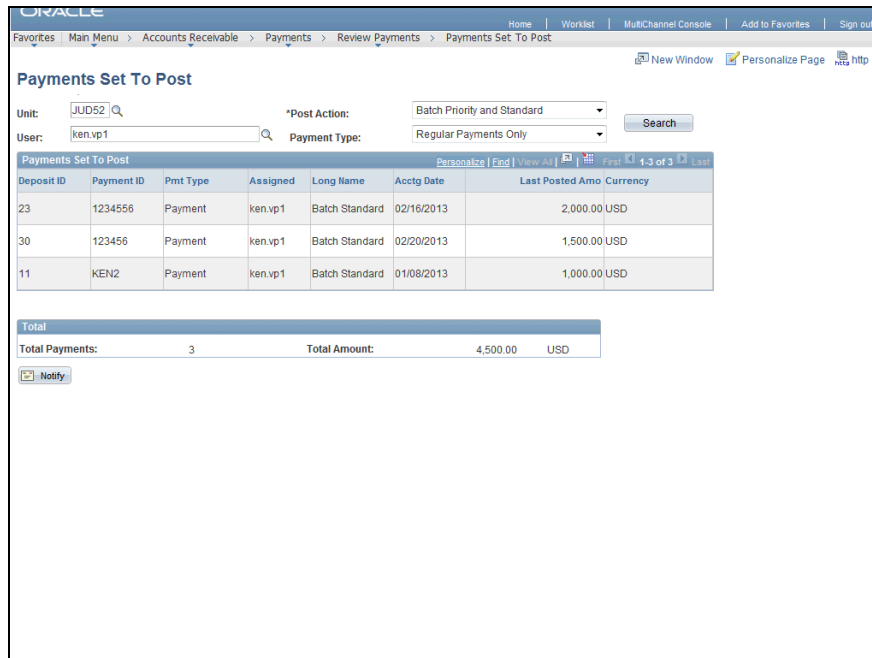
Unit:  \*Post Action: Batch Priority and Standard

User:  Payment Type: Regular Payments Only

Search

Notify

Step	Action
7.	<p>The <b>Payments Set to Post</b> search page displays.</p> <p>Enter your Business Unit in the <b>Unit</b> field. The example used in this script for test purposes was "<b>JUD52</b>."</p>
8.	<p>Click the <b>Search</b> button.</p> <p><input type="button" value="Search"/></p>



Deposit ID	Payment ID	Pmt Type	Assigned	Long Name	Acctg Date	Last Posted Amo Currency
23	1234556	Payment	ken.vp1	Batch Standard	02/16/2013	2,000.00 USD
30	123456	Payment	ken.vp1	Batch Standard	02/20/2013	1,500.00 USD
11	KEN2	Payment	ken.vp1	Batch Standard	01/08/2013	1,000.00 USD

<b>Total</b>						
Total Payments:	3	Total Amount:	4,500.00	USD		

Step	Action
9.	<p>The <b>Payments Set to Post</b> page displays.</p> <p>Verify your payment is included on this list.</p>
10.	<p>You have successfully completed the <i>Setting a Payment to Post</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- set a payment to post</li> <li>- verify and review previously posted payments</li> </ul> <p><b>End of Procedure.</b></p>

#### 4.1.5 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to be posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court


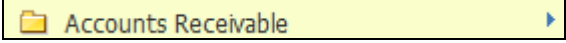
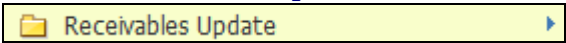



After completing this topic, you will learn how to:

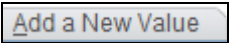
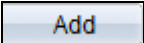
- Process the Run AR Update (ARUPDATE)

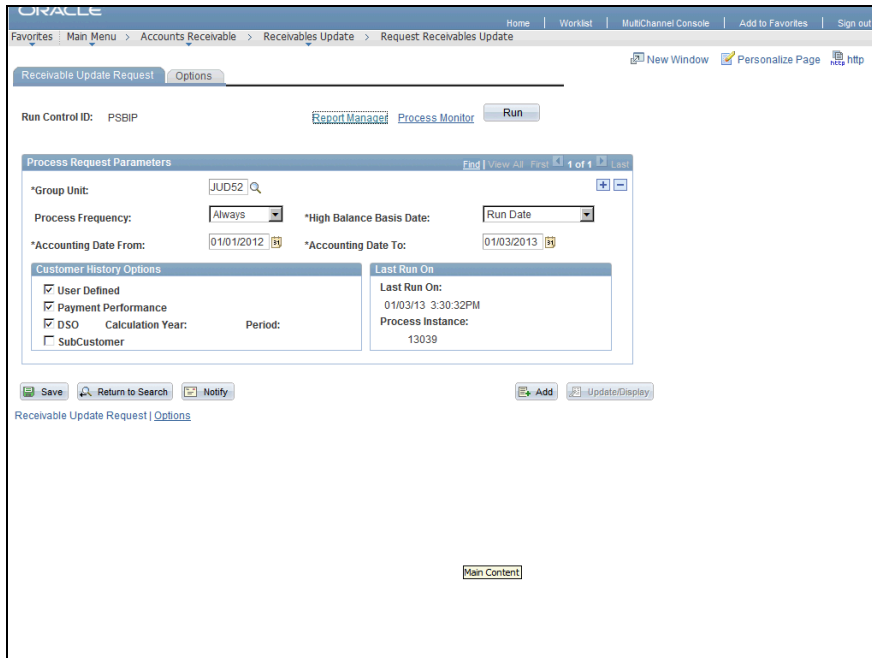
### Procedure

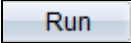
In this topic, you will execute the **AR update (ARUPDATE)**.

Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Accounts Receivable</b> menu. 
3.	Click the <b>Receivables Update</b> menu. 
4.	Click the <b>Request Receivables Update</b> menu. 



Step	Action
5.	<p>The <b>Request Receivables Update</b> page displays.</p> <p><b>NOTE:</b> If you have previously created a run control to run the AR Update process, you can search for the run control using the <b>Find an Existing Value</b> page. Create a new run control if one does not already exist.</p> <p>lick the <b>Add a New Value</b> tab to add a new run control.</p> 
6.	Enter the desired information into the <b>Run Control ID</b> field.
7.	<p>Click the <b>Add</b> button.</p> 



Step	Action
8.	<p>Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.</p> <p>Click the <b>Run</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window Personalize Page help http

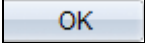
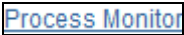
### Process Scheduler Request

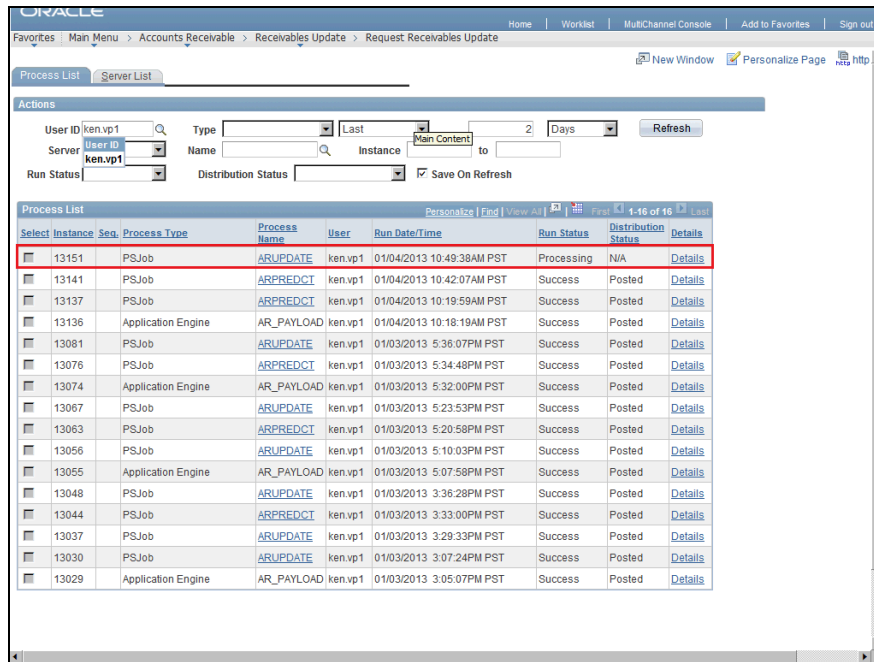
User ID: ken.vp1 Run Control ID: PSBIP

Server Name: [dropdown] Run Date: 01/03/2013 [calendar icon]  
 Recurrence: [dropdown] Run Time: 3:36:28PM [Reset to Current Date/Time]  
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

OK Cancel

Step	Action
9.	<p>The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.</p> <p>Click the <b>OK</b> button.</p> 
10.	<p>Click the <b>Process Monitor</b> link.</p> 



Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	13151		PSJob	ARUPDATE	ken.vp1	01/04/2013 10:49:38AM PST	Processing	N/A	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13141		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:42:07AM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13137		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:19:59AM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13136		Application Engine	AR_PAYLOAD	ken.vp1	01/04/2013 10:18:19AM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13081		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:36:07PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13076		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:34:48PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13074		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:32:00PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13067		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:23:53PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13063		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:20:58PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13056		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:10:03PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13055		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:07:58PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13048		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:36:28PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13044		PSJob	ARPREDCI	ken.vp1	01/03/2013 3:33:00PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13037		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:29:33PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13030		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:07:24PM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	13029		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 3:05:07PM PST	Success	Posted	<a href="#">Details</a>

Step	Action
11.	<p>The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "<b>Processing</b>" and <b>Distribution Status</b> is "<b>N/A</b>".</p> <p>Click the <b>Refresh</b> button.</p> <div>Refresh</div>
12.	<p>Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "<b>Posted</b>".</p>
13.	<p>You have successfully completed the <i>Run AR Update</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- execute the AR Update process</li> </ul> <p><b>End of Procedure.</b></p>

### 4.1.6 Reviewing a Posted Escrow Payment

This topic shows the steps to verify that the item posted to the customer's account.

After completing this topic, you will be familiar with:

- Reviewing posted escrow payments



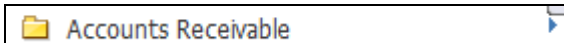
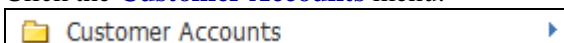
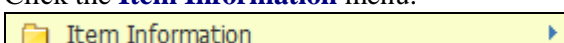
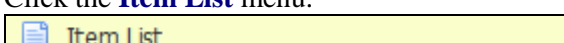

### Procedure

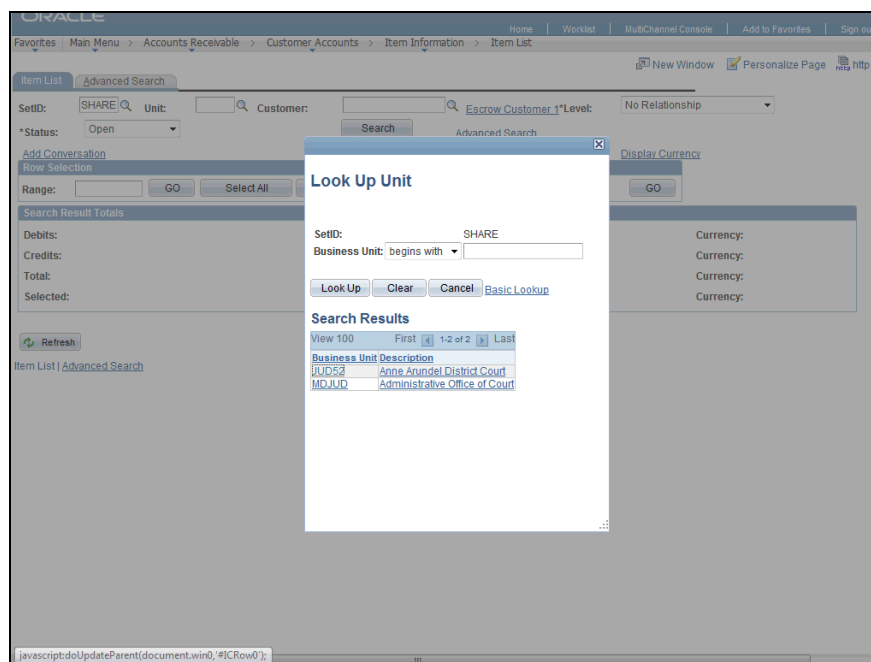
In this topic, you will review a posted escrow payment.



# Training Guide

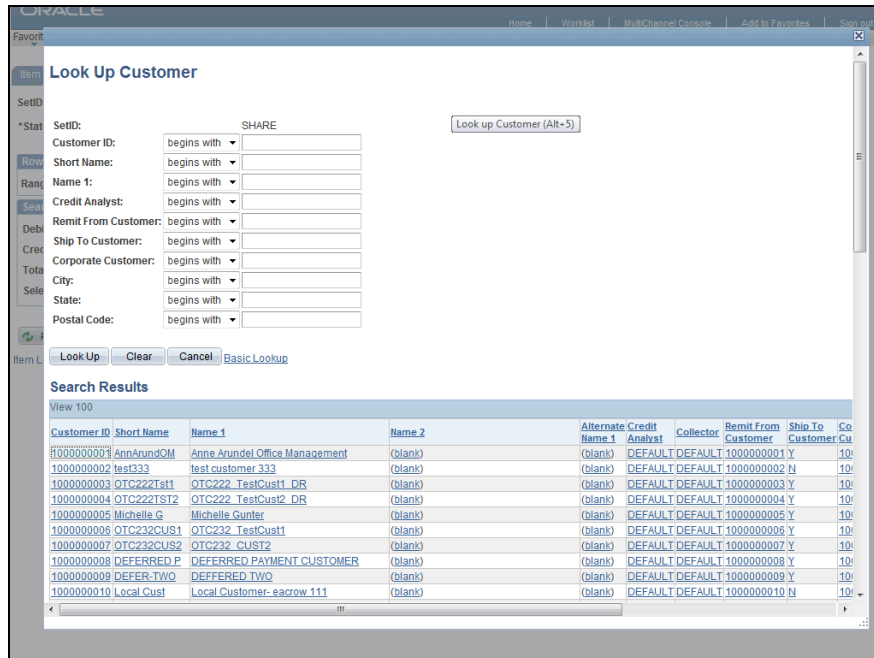
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
1.	Navigate to the <b>Item List</b> .  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu not sorted. Click to sort in ascending order.</b> button. 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Customer Accounts</b> menu. 
5.	Click the <b>Item Information</b> menu. 
6.	Click the <b>Item List</b> menu. 
7.	The <b>Item List</b> page displays.  Click the <b>Look up Unit</b> button. 



Step	Action
8.	<p>The <b>Look Up Unit</b> window displays.</p> <p>Click the <b>JUD52</b> link.</p> 
9.	<p>Click the <b>Look up Customer</b> button.</p> 



**Look Up Customer**

SetID: \_\_\_\_\_ SHARE: \_\_\_\_\_ Look up Customer (Alt+5)

Customer ID: begins with \_\_\_\_\_

Short Name: begins with \_\_\_\_\_

Name 1: begins with \_\_\_\_\_

Credit Analyst: begins with \_\_\_\_\_

Remit From Customer: begins with \_\_\_\_\_

Ship To Customer: begins with \_\_\_\_\_

Corporate Customer: begins with \_\_\_\_\_

City: begins with \_\_\_\_\_

State: begins with \_\_\_\_\_

Postal Code: begins with \_\_\_\_\_

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100

Customer ID	Short Name	Name 1	Name 2	Alternate Name 1	Credit Analyst	Collector	Remit From Customer	Ship To Customer	Co
1000000001	AnnArundelOM	Anne Arundel Office Management	(blank)	(blank)	DEFAULT	DEFAULT	1000000001	Y	10
1000000002	test333	test customer 333	(blank)	(blank)	DEFAULT	DEFAULT	1000000002	N	10
1000000003	OTC222Tst1	OTC222 TestCust1_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000003	Y	10
1000000004	OTC222Tst2	OTC222 TestCust2_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000004	Y	10
1000000005	Michelle G	Michelle Guntler	(blank)	(blank)	DEFAULT	DEFAULT	1000000005	Y	10
1000000006	OTC232CUS1	OTC232 TestCust1	(blank)	(blank)	DEFAULT	DEFAULT	1000000006	Y	10
1000000007	OTC232CUS2	OTC232 CUST2	(blank)	(blank)	DEFAULT	DEFAULT	1000000007	Y	10
1000000008	DEFERRED P	DEFERRED PAYMENT CUSTOMER	(blank)	(blank)	DEFAULT	DEFAULT	1000000008	Y	10
1000000009	DEFER-TWO	DEFERRED TWO	(blank)	(blank)	DEFAULT	DEFAULT	1000000009	Y	10
1000000010	Local Cust	Local Customer- escrow 111	(blank)	(blank)	DEFAULT	DEFAULT	1000000010	N	10

Step	Action
10.	<p>The <b>Look Up Customer</b> window displays.</p> <p>Scroll down towards Escrow Customer 1.</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

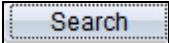
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

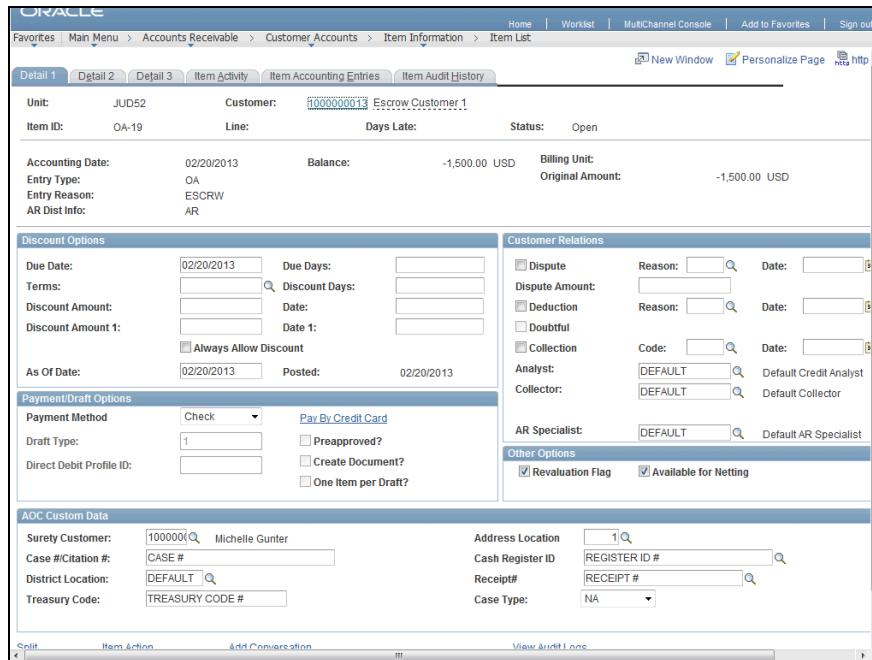
Search Results

View 100

Customer ID	Short Name	Name 1	Name 2	Alternate Name 1	Credit Analyst	Collector	Remit From Customer	Ship To Customer	Co
1000000001	AnnArundOM	Anne Arundel Office Management	(blank)	(blank)	DEFAULT	DEFAULT	1000000001	Y	10
1000000002	test333	test customer 333	(blank)	(blank)	DEFAULT	DEFAULT	1000000002	N	10
1000000003	OTC222Tst1	OTC222_TestCust1_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000003	Y	10
1000000004	OTC222Tst2	OTC222_TestCust2_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000004	Y	10
1000000005	Michelle G	Michelle Gunter	(blank)	(blank)	DEFAULT	DEFAULT	1000000005	Y	10
1000000006	OTC232CUS1	OTC232_TestCust1	(blank)	(blank)	DEFAULT	DEFAULT	1000000006	Y	10
1000000007	OTC232CUS2	OTC232_CUST2	(blank)	(blank)	DEFAULT	DEFAULT	1000000007	Y	10
1000000008	DEFERRED P	DEFERRED PAYMENT CUSTOMER	(blank)	(blank)	DEFAULT	DEFAULT	1000000008	Y	10
1000000009	DEFER-TWO	DEFERRED TWO	(blank)	(blank)	DEFAULT	DEFAULT	1000000009	Y	10
1000000010	Local Cust	Local Customer- escrow 111	(blank)	(blank)	DEFAULT	DEFAULT	1000000010	N	10
1000000011	Escrow loc	Escrow local 222	(blank)	(blank)	DEFAULT	DEFAULT	1000000011	N	10
1000000012	Burt Revne	Burt Reynolds	(blank)	(blank)	DEFAULT	DEFAULT	1000000012	Y	10
1000000013	Escrow Cust	Escrow Customer 1	(blank)	(blank)	DEFAULT	DEFAULT	1000000013	N	10
CA-TEST	TEST CA DT	TEST CA EFFT	(blank)	(blank)	DEFAULT	DEFAULT	CA-TEST	Y	CA
GM-00000001	SJI	State Justice Institute	(blank)	(blank)	DEFAULT	DEFAULT	GM-00000001	Y	GM
GM-00000002	MHSO	Mandand Highway Safety Office	(blank)	(blank)	DEFAULT	DEFAULT	GM-00000002	Y	GM
GM-00000003	Governor's	STOP Violence Against Women	Gov Office of Crime Control & Prevention	(blank)	GM	GM	GM-00000003	Y	GM
GM-00000004	Gov Office	Edward J. Byrne Justice Assist Grant Prgm	Gov Office of Crime Control & Prevention	(blank)	DEFAULT	DEFAULT	GM-00000004	Y	GM
GM-00000005	OVAW	Office on Violence Against Women	U.S. Department of Justice	(blank)	DEFAULT	DEFAULT	GM-00000005	Y	GM
GM-00000006	BJA	Bureau of Justice Assistance	U.S. Department of Justice	(blank)	DEFAULT	DEFAULT	GM-00000006	Y	GM
GM-00000007	CSEA	Child Support Enforcement Administration	State of Maryland	(blank)	DEFAULT	DEFAULT	GM-00000007	Y	GM
GM-00000008	CSEA	Child Support Enforcement Administration	Office of Policy and Legislation	(blank)	DEFAULT	DEFAULT	GM-00000008	Y	GM
GM-00000009	ACF/Child	ACF/Children's Bureau-Region III	U.S. Dept of Health and Human Services	(blank)	DEFAULT	DEFAULT	GM-00000009	Y	GM
JUD01	AlleganyCC	Allegany County Circuit Court	(blank)	(blank)	01	01	JUD01	Y	JU
JUD02	AnnArundCC	Anne Arundel County Circuit Court	(blank)	(blank)	02	02	JUD02	Y	JU
JUD03	BaltCntyCC	Baltimore County Circuit Court	(blank)	(blank)	03	03	JUD03	Y	JU
JUD04	Calvert CC	Calvert County Circuit Court	(blank)	(blank)	04	04	JUD04	Y	JU
JUD05	CarolineCC	Caroline County Circuit Court	(blank)	(blank)	05	05	JUD05	Y	JU
JUD06	Carroll CC	Carroll County Circuit Court	(blank)	(blank)	DEFAULT	DEFAULT	JUD06	Y	JU
JUD07	Cecil CC	Cecil County Circuit Court	(blank)	(blank)	07	07	JUD07	Y	JU
JUD08	Charles CC	Charles County Circuit Court	(blank)	(blank)	08	08	JUD08	Y	JU

javascript:doUpdateParent(document.win0,'#CRow11');

Step	Action
11.	Click the <b>Escrow Customer 1</b> link. <a href="#">Escrow Customer 1</a>
12.	Click the <b>Search</b> button. 
13.	Click the <b>OA-19</b> link. <a href="#">OA-19</a>



**ORACLE**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Accounts Receivable | Customer Accounts | Item Information | Item List

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Unit: JUD52 Customer: 1000000013 Escrow Customer 1

Item ID: OA-19 Line: Days Late: Status: Open

Accounting Date: 02/20/2013 Balance: -1,500.00 USD Billing Unit: Original Amount: -1,500.00 USD

Entry Type: OA

Entry Reason: ESCRW

AR Dist Info: AR

**Discount Options**

Due Date: 02/20/2013 Due Days: Discount Days: Date: Date 1: Always Allow Discount

As Of Date: 02/20/2013 Posted: 02/20/2013

**Payment/Draft Options**

Payment Method: Check Pay By Credit Card

Draft Type: 1 Preapproved? Create Document? One Item per Draft?

**Customer Relations**

Dispute Reason: Date: Dispute Amount: Deduction Reason: Date: Doubtful Collection Code: Date: Analyst: DEFAULT Default Credit Analyst Collector: DEFAULT Default Collector AR Specialist: DEFAULT Default AR Specialist

**Other Options**

Revaluation Flag Available for Netting

**AOC Custom Data**

Surety Customer: 1000000 Michelle Gunter Address Location: 1

Case #/Citation #: CASE # Cash Register ID: REGISTER ID #

District Location: DEFAULT Receipt#: RECEIPT #

Treasury Code: TREASURY CODE # Case Type: NA

Split Item Action Add Conversation View Audit Log

Step	Action
14.	<p>The <b>Detail 1</b> tab displays with your selected escrow payment information. Review the information on this page.</p> <p>Use the tabs at the top of the page to access additional information about a particular payment.</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

New Window | Personalize Page | http

Unit: JUD52 Customer: 1000000013 Escrow Customer 1

Item ID: OA-19 Line: Days Late: Status: Open

Accounting Date: 02/20/2013 Balance: -1,500.00 USD Billing Unit: Original Amount: -1,500.00 USD

Entry Type: OA

Entry Reason: ESCRW

AR Dist Info: AR

**Discount Options**

Due Date: 02/20/2013 Due Days: Discount Days: Date: Date 1:

Terms: Discount Amount: Discount Amount 1:

☐ Always Allow Discount

As Of Date: 02/20/2013 Posted: 02/20/2013

**Payment/Draft Options**

Payment Method: Check Pay By Credit Card

Draft Type: 1 ☐ Preapproved? ☐ Create Document? ☐ One Item per Draft?

Direct Debit Profile ID:

**Customer Relations**

☐ Dispute Reason: Date: Dispute Amount: ☐ Deduction Reason: Date: ☐ Doubtful ☐ Collection Code: Date: Analyst: DEFAULT Default Credit Analyst Collector: DEFAULT Default Collector AR Specialist: DEFAULT Default AR Specialist

**Other Options**

☒ Revaluation Flag ☒ Available for Netting

**AOC Custom Data**

Surety Customer: 1000000 Michelle Gunter Address Location: 1 Cash Register ID: REGISTER ID # Receipt#: RECEIPT # Case Type: NA

Case #/Citation #: CASE # District Location: DEFAULT Treasury Code: TREASURY CODE #

Split Item Action Add Conversation View Audit Log

Step	Action
15.	Also note the <b>AOC Custom Data</b> section. This section will allow you to look up your customers, along with the payment information associated with them; including a <b>Case Type</b> drop down list.
16.	You have successfully completed the Reviewing a Posted Escrow Payment topic.  You have learned how to: - navigate to and review a posted escrow payment <b>End of Procedure.</b>

### 4.1.7 Reviewing Local Customer AR Accounts



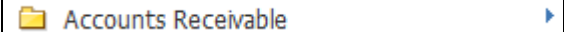
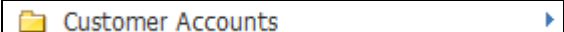
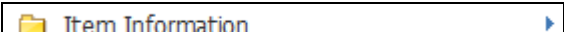
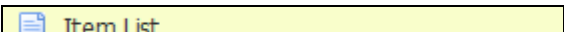

After completing this topic, you will be familiar with:

- Reviewing and verifying Local Customer AR Accounts

### Procedure

In this topic, you will navigate to review a local customer AR account.



Step	Action
1.	Begin by navigating to the <b>Item List</b> .  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Customer Accounts</b> menu. 
5.	Click the <b>Item Information</b> menu. 
6.	Click the <b>Item List</b> menu. 
7.	The <b>Item List</b> displays.  Enter the desired information into the <b>Unit</b> field. Enter " <b>JUD52</b> ".
8.	Click the <b>Look up Customer</b> button. 

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Look Up Customer

SetID: SHARE

\*Stat: Customer ID: begins with

Row: Short Name: begins with

Ran: Name 1: begins with

Sea: Credit Analyst: begins with

Deb: Remit From Customer: begins with

Cred: Ship To Customer: begins with

Total: Corporate Customer: begins with

Sale: City: begins with

State: begins with

Postal Code: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

Only the first 300 results can be displayed.

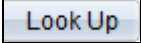

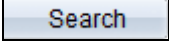
View 100

Customer ID	Short Name	Name 1	Name 2	Alternate Name 1	Credit Analyst	Collector	Remit From Customer	Ship To Customer	Corporate Customer	City
1000000001	YODER, LIN	YODER, LINDSAY DAWN	18042010	(blank)	DEFAULT	DEFAULT	1000000001	N	1000000001	CUMBERLAND
1000000002	NICHOLSON, KAREN MARIE	FN01361	(blank)	DEFAULT	DEFAULT	1000000002	N	1000000002	CUMBERLAND	
1000000003	ALTON, JAM	ALTON, JAMES MICHAEL RAY	0W46249	(blank)	DEFAULT	DEFAULT	1000000003	N	1000000003	FELTON
1000000004	KNIERIEM, CHANTAL MARIE	0VH0AVH	(blank)	DEFAULT	DEFAULT	1000000004	N	1000000004	FROSTBURG	
1000000005	LONG, AARON SCOTT	2W57150	(blank)	DEFAULT	DEFAULT	1000000005	N	1000000005	RIDGELEY	
1000000006	HEWARD, SCOTT RANDOLF	1W56323	(blank)	DEFAULT	DEFAULT	1000000006	N	1000000006	PAW PAW	
1000000007	OTOOLE, RYAN CARSON SR	3W56780	(blank)	DEFAULT	DEFAULT	1000000007	N	1000000007	CUMBERLAND	
1000000008	CASTILLO, RUBEN	0TG0AVH	(blank)	DEFAULT	DEFAULT	1000000008	N	1000000008	MARTINSBURG	
1000000009	CLARK, ERIC LYNN	3W57466	(blank)	DEFAULT	DEFAULT	1000000009	N	1000000009	FROSTBURG	

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
9.	The <b>Look Up Customer</b> window displays.  Enter the name of the customer you previously created into the <b>Name 1</b> field. In this example, " <b>armstrong, jamal</b> " is entered.
10.	Click the <b>Look Up</b> button. 
11.	Click the <b>ARMSTRONG, JAMAL CIR</b> link. 
12.	Click the <b>Search</b> button. 
13.	The Local Customer Account information displays.  Review the information and verify that the customer has posted.
14.	You have successfully completed the <i>Reviewing Local Customer AR Accounts</i> topic.  You have learned how to: - verify local customer AR accounts <b>End of Procedure.</b>

### 4.2 Return of Escrow

This section details the end to end process to return escrow by using delivered AR refund functionality to process a disbursement in Accounts Payable.

In this section, you will learn how to:

- Create an AP Vendor and Link to Local Customer
- Create Return of Escrow Transaction
- Run AR Update
- Load to AP

#### 4.2.1 Creating an AP Vendor and Link to Local Customer




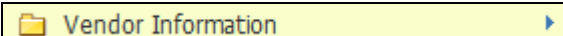
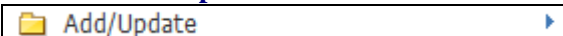
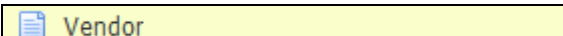
In this topic, you will create an AP Vendor. To refund the funds to the appropriate Customer, they have to be set up as a Vendor and the two should be linked. The deposit dollars and payment worksheet are settings on the Local Customer's AR account within your Business Unit. Therefore, upon creating a Vendor, the new Vendor will need to be linked to the Local Customer where the open credit is located.

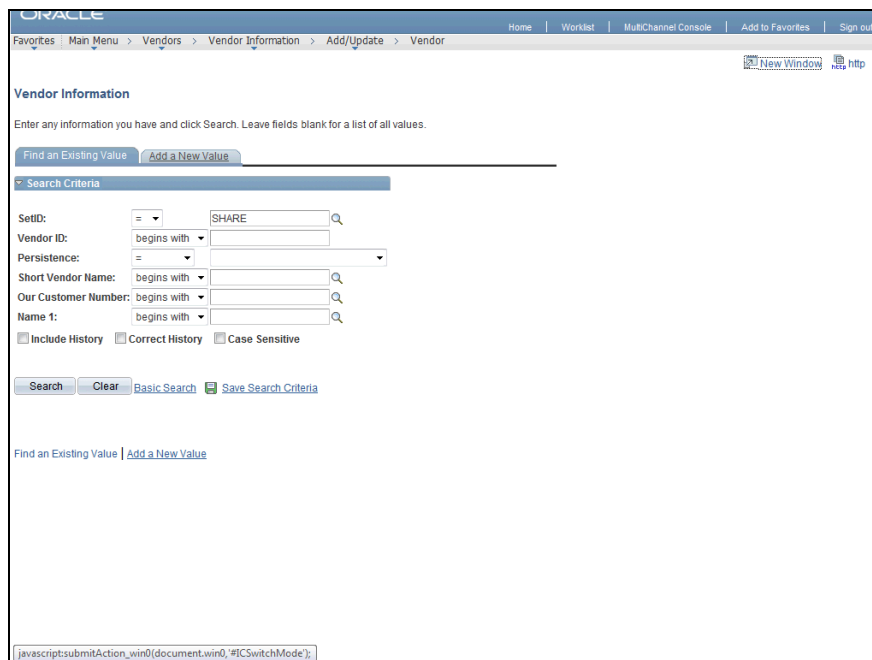
After completing this topic, you will be able to:

- Generate a Vendor ID

## Procedure

In this topic, you will create an AP Vendor.

Step	Action
1.	Navigate to the <b>Vendor Information</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button two times. 
3.	Click the <b>Vendors</b> menu. 
4.	Click the <b>Vendor Information</b> menu. 
5.	Click the <b>Add/Update</b> menu. 
6.	Click the <b>Vendor</b> menu. 



The screenshot shows the Oracle Vendor Information page. The breadcrumb trail at the top reads: Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor. The page title is "Vendor Information". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under the "Search Criteria" section, there are several search fields: "SetID:" with a dropdown menu showing "SHARE", "Vendor ID:" with a "begins with" dropdown and a search input, "Persistence:" with a dropdown menu, "Short Vendor Name:" with a "begins with" dropdown and a search input, "Our Customer Number:" with a "begins with" dropdown and a search input, and "Name 1:" with a "begins with" dropdown and a search input. There are also checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom of the search section, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below the search section, there is a link to "Find an Existing Value" and "Add a New Value". At the very bottom, there is a JavaScript snippet: `javascript:submitAction_win0(document.win0, #ICSwitchMode);`.

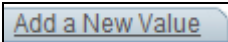
# Training Guide

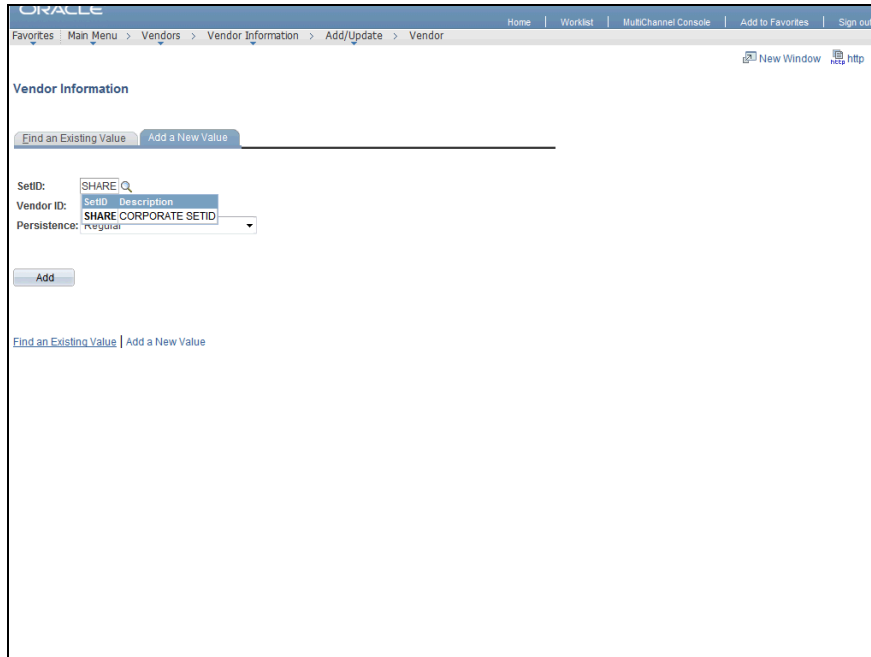
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



**GEARS**

General Enterprise And Resource Support

Step	Action
7.	<p>The <b>Vendor Information</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab.</p> 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

New Window http

Vendor Information

Find an Existing Value | Add a New Value

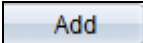
SetID: SHARE

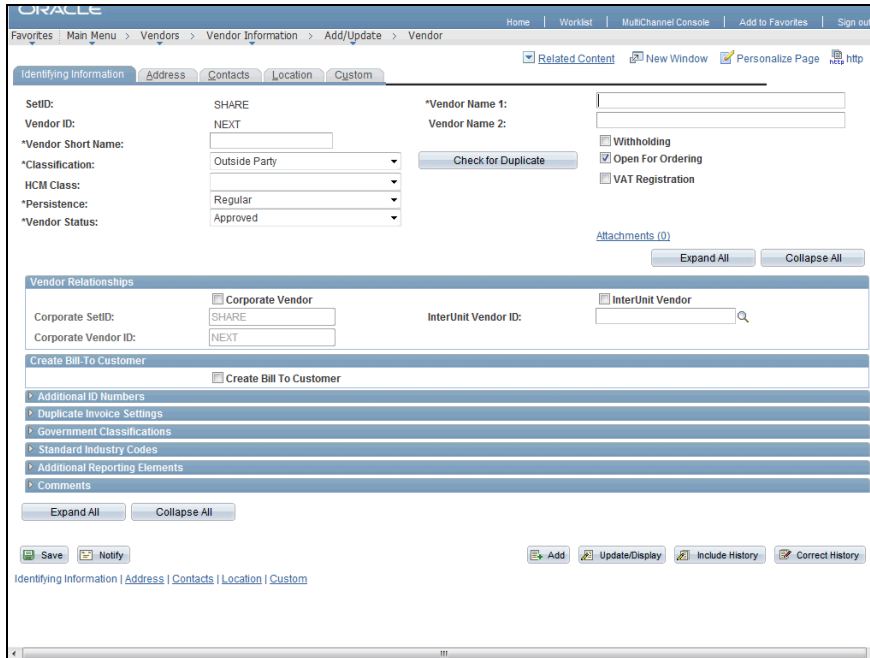
Vendor ID: SetID Description

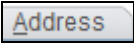
Persistence: SHARE CORPORATE SETID

Add

Find an Existing Value | Add a New Value

Step	Action
8.	<p>The <b>Add a New Value</b> tab displays. Accept the defaulted values.</p> <p>Click the <b>Add</b> button.</p> 

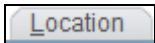


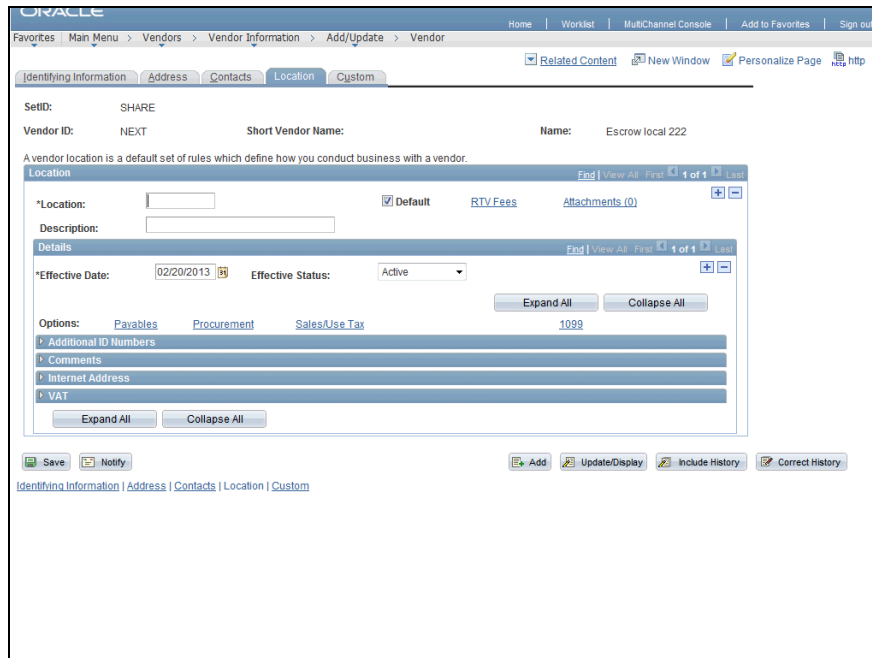
Step	Action
9.	<p>The <b>Vendor Information - Identifying Information</b> page displays.</p> <p>Enter the desired information into the <b>Vendor Name 1</b> field. Enter "<b>Escrow local 222</b>".</p>
10.	<p>Enter the desired information into the <b>Vendor Short Name</b> field. Enter "<b>99940668</b>".</p>
11.	<p>Click the <b>Address</b> tab.</p> <p></p>

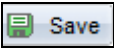



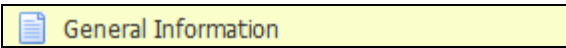

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
12.	The <b>Address</b> tab displays.  Enter the desired information into the <b>Description</b> field. Enter " <b>Main</b> ".
13.	Enter the desired information into the <b>Address 1</b> field. Enter " <b>York Road</b> ".
14.	Enter the desired information into the <b>City</b> field. Enter " <b>Lutherville</b> ".
15.	Enter the desired information into the <b>State</b> field. Enter " <b>MD</b> ".
16.	Enter the desired information into the <b>Postal</b> field. Enter " <b>21093</b> ".
17.	Enter the desired information into the <b>Location</b> field. Enter " <b>Main</b> ".
18.	Enter the desired information into the <b>Prefix</b> field. Enter " <b>410</b> ".
19.	Enter the desired information into the <b>Telephone</b> field. Enter " <b>260-1111</b> ".
20.	Click the <b>Location</b> tab. 



Step	Action
21.	The <b>Location</b> tab displays.  Enter the desired information into the <b>Location</b> field. Enter " <b>001</b> ".
22.	Enter the desired information into the <b>Description</b> field. Enter " <b>Home Address</b> ".
23.	Click the <b>Save</b> button. 
24.	Click the <b>Main Menu</b> button. 
25.	Click the <b>Customers</b> menu. 
26.	Click the <b>Customer Information</b> menu. 
27.	Click the <b>General Information</b> menu. 
28.	The <b>General Information</b> search page displays.  Click the <b>Look up Customer ID</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



**Look Up Customer ID**

General Information

Enter any information you have and click the **Look Up** button.

SetID:  SHARE

Customer ID:  begins with

Name 1:  begins with

Telephone:  begins with

City:  begins with

State:  begins with

Postal Code:  begins with

**Search Results**

View 100 First 1-72 of 72 Last

Customer ID	Name 1	Telephone	City	State	Postal Code
1000000001	Arne Arundel Office Management	(blank)	Annapolis	MD	21401
1000000002	test customer 333	(blank)	Annapolis	MD	21401
1000000003	OTC222 TestCust1_DR	(blank)	Annapolis	MD	21401
1000000004	OTC222 TestCust2_DR	(blank)	Annapolis	MD	21401
1000000005	Michelle Gunter	(blank)	Annapolis	MD	21401
1000000006	OTC232 TestCust1	(blank)	Annapolis	MD	21401
1000000007	OTC232 CUST2	(blank)	Annapolis	MD	21401
1000000008	DEFERRED PAYMENT CUSTOMER	(blank)	Annapolis	MD	(blank)
1000000009	DEFERRED TWO	(blank)	ANNAPOLIS	MD	(blank)
1000000010	Local Customer- escrow 111	(blank)	Annapolis	MD	21401
1000000011	Escrow local 222	(blank)	Lutherville	MD	21093
1000000012	Burt Reynolds	(blank)	Annapolis	MD	21403
CA-TEST	TEST CA EFFDT	(blank)	ANNAPOLIS	MD	99999
GM-00000001	State Justice Institute	313-8843	Reston	VA	20190
GM-00000002	Maryland Highway Safety Office	787-4076	Glen Burnie	MD	21060
GM-00000003	STOP Violence Against Women	821-2844	Baltimore	MD	21286-3016
GM-00000004	Edward J. Byrne Justice Assist Grant Pgm	410-821-2830	Baltimore	MD	21286-3016
GM-00000005	Office on Violence Against Women	202/305-9938	Washington	DC	20530

Step	Action
29.	<p>The <b>Look Up Customer ID</b> window displays.</p> <p>Click the <b>Escrow local 222</b> link.</p> <p><a href="#">Escrow local 222</a></p>
30.	<p>Click the <b>Search</b> button.</p> <p><input type="button" value="Search"/></p>




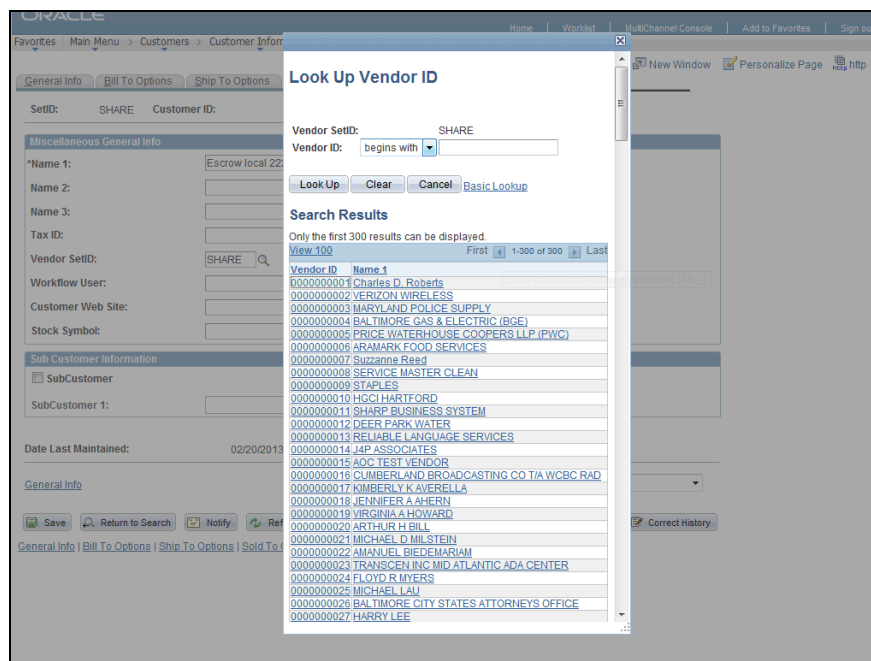
Step	Action
31.	<p>The <b>Customer Information - General Info</b> tab displays</p> <p>Click the <b>Miscellaneous General Info</b> tab.</p> <p><b>Miscellaneous General Info</b></p>

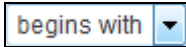

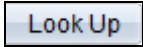

# Training Guide

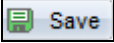
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
32.	The <b>Miscellaneous General Info</b> tab displays.  Enter the desired information into the <b>Vendor SetID</b> field. Enter " <b>share</b> ".
33.	Click the <b>Look up Vendor ID</b> button. 



Step	Action
34.	The <b>Look Up Vendor ID</b> window displays.  Click the <b>Vendor ID</b> list. 
35.	Click the <b>contains</b> list item. 
36.	Enter the desired information into the <b>Vendor ID</b> field. Enter " <b>10445</b> ".
37.	Click the <b>Look Up</b> button. 
38.	Click the <b>0000010445</b> link. 

Step	Action
39.	Click the <b>Save</b> button. 
40.	<p>You have successfully completed the <i>Creating an AP Vendor and Link to Local Customer</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- create a vendor</li> <li>- link a created vendor to a local customer</li> </ul> <p><b>End of Procedure.</b></p>

#### 4.2.2 Creating a Return of Escrow Transaction

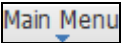

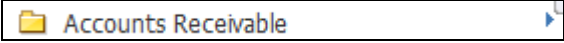
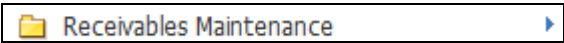
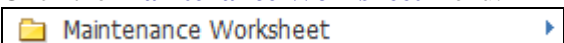
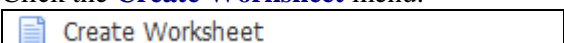
In this topic, you will create a Return of Escrow Transaction. The first step is to identify the on account escrow amount and create a Worksheet to mark it for a "refund."

After completing this topic, you will be able to:

- Create a return of escrow transaction

#### Procedure

In this topic, you will create a Return of Escrow Transaction.

Step	Action
1.	<p>Navigate to the <b>Create Worksheet</b> page.</p> <p>Click the <b>Main Menu</b> button. </p>
2.	<p>Click the <b>Menu sort</b> button. </p>
3.	<p>Click the <b>Accounts Receivable</b> menu. </p>
4.	<p>Click the <b>Receivables Maintenance</b> menu. </p>
5.	<p>Click the <b>Maintenance Worksheet</b> menu. </p>
6.	<p>Click the <b>Create Worksheet</b> menu. </p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

New Window http

### Create Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

**Search Criteria**

Worksheet Business Unit:

Worksheet ID: begins with

User ID: begins with

☐ Case Sensitive

[Basic Search](#)

Find an Existing Value | [Add a New Value](#)

Step	Action
7.	<p>The <b>Create Worksheet</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab.</p> <p><b>Add a New Value</b></p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

New Window http

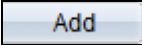
### Create Worksheet

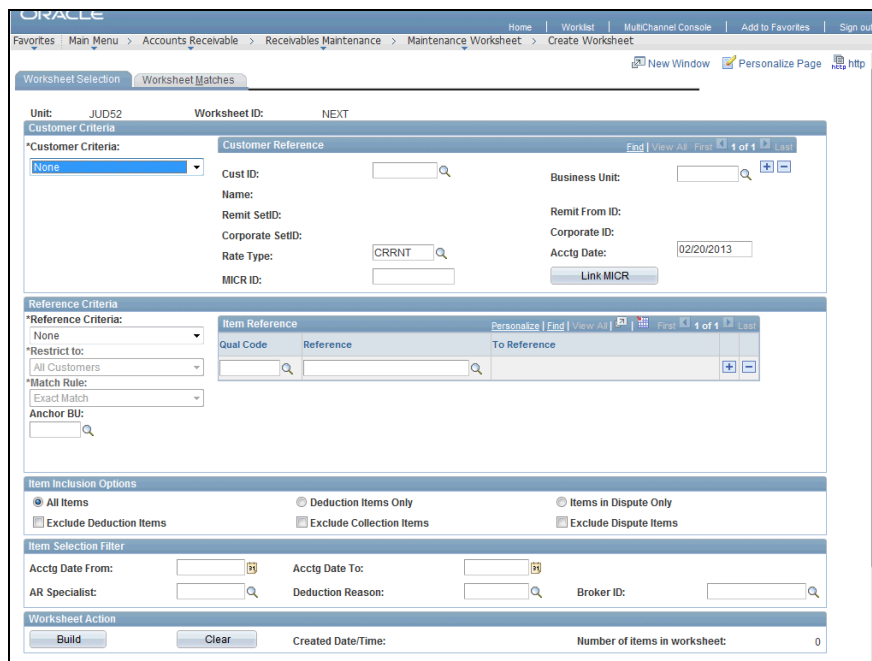
Find an Existing Value | **Add a New Value**


Worksheet Business Unit:

Worksheet ID:

Find an Existing Value | [Add a New Value](#)

Step	Action
8.	The <b>Add a New Value</b> tab displays.  Enter the desired information into the <b>Worksheet Business Unit</b> field. Enter " <b>jud52</b> ".
9.	Click the <b>Add</b> button. 



Step	Action
10.	The <b>Create Worksheet - Worksheet Selection</b> page displays.  Click the <b>Look up Cust ID</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



**Look Up Cust ID**

Customer ID: begins with

Short Name: begins with

Name 1: begins with

Credit Analyst: begins with

Remit From Customer: begins with

Ship To Customer: begins with

Corporate Customer: begins with

City: begins with

State: begins with

Postal Code: begins with

[Look up Cust ID \(Alt+S\)](#)

[Basic Lookup](#)


**Search Results**

View 100

SetID	Customer ID	Short Name	Name 1	Name 2	Alternate Credit Name 1	Credit Analyst	Collector	Remit From Customer	Ship To Customer
SHARE 1000000001	AnnArundelOM	Anne Arundel Office Management	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000001 Y	
SHARE 1000000002	test333	test customer 333	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000002 N	
SHARE 1000000003	OTC222Tst1	OTC222_TestCust1_DR	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000003 Y	
SHARE 1000000004	OTC222Tst2	OTC222_TestCust2_DR	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000004 Y	
SHARE 1000000005	Michelle G	Michelle Gunter	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000005 Y	
SHARE 1000000006	OTC232CUS1	OTC232_TestCust1	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000006 Y	
SHARE 1000000007	OTC232CUS2	OTC232_TestCust2	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000007 Y	
SHARE 1000000008	DEFERRED P	DEFERRED PAYMENT CUSTOMER	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000008 Y	
SHARE 1000000009	DEFER-TWO	DEFERRED TWO	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000009 Y	
SHARE 1000000010	Local Cust	Local Customer- escrow 111	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000010 N	
SHARE 1000000011	Escrow loc	Escrow local 222	(blank)	(blank)	(blank)	DEFAULT	DEFAULT	1000000011 N	

Created Date/Time: Number of items in worksheet: 0


Step	Action
11.	<p>The <b>Look Up Cust ID</b> window displays.</p> <p>Click the <b>Escrow local 222</b> link.</p> <p><a href="#">Escrow local 222</a></p>
12.	<p>Click the <b>Build</b> button.</p> <p><input type="button" value="Build"/></p>

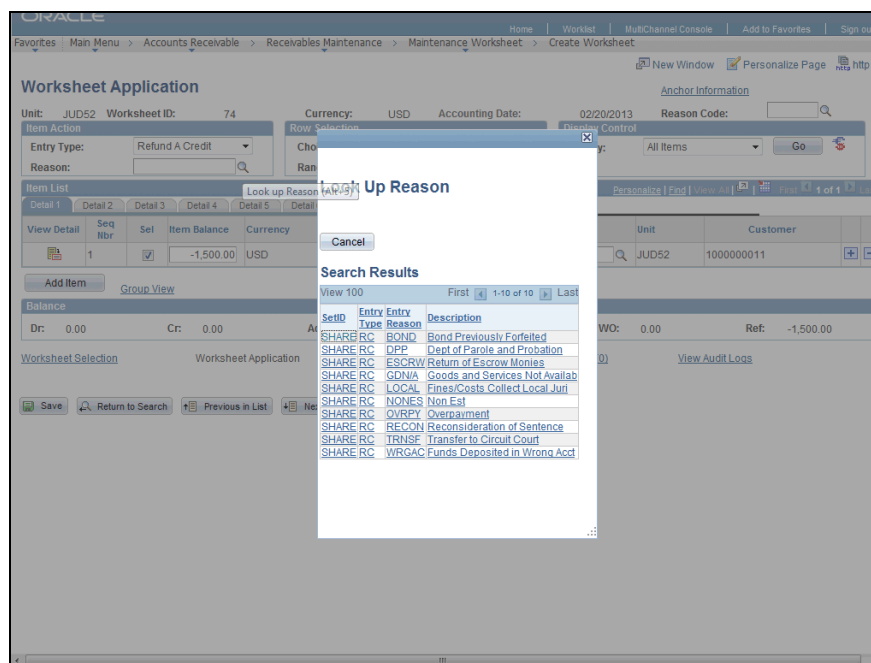
Step	Action
13.	<p>The <b>Worksheet Application</b> page displays.</p> <p>Click the <b>Look up Reason Code</b> button.</p> 


# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

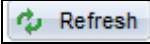
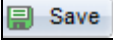



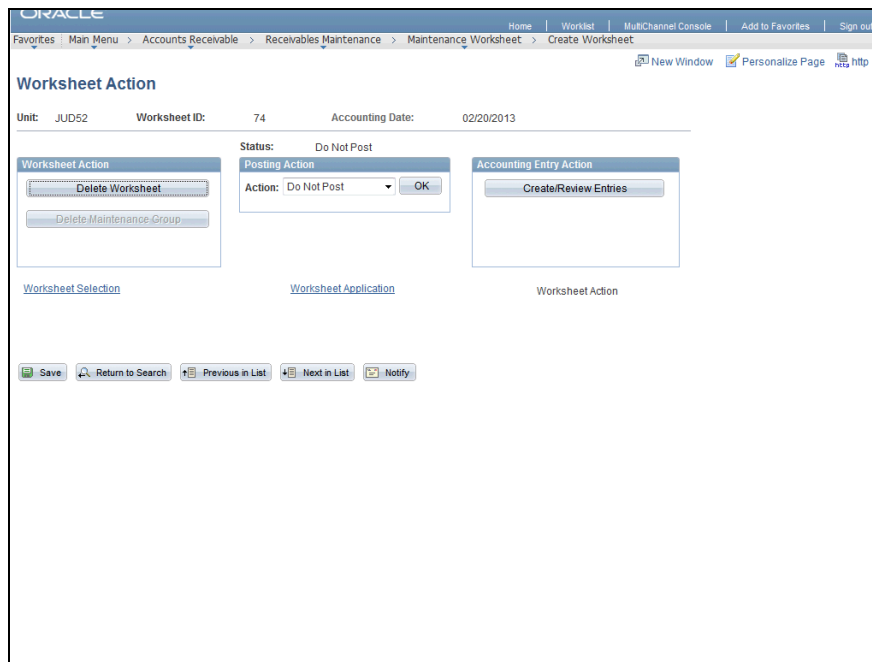
Step	Action
14.	The <b>Look Up Reason Code</b> window displays.  Click the <b>RETURN OF ESCROW</b> link. <a href="#">RETURN OF ESCROW</a>
15.	Click the <b>Entry Type</b> list. <a href="#">Offset an Item</a>
16.	Click the <b>Refund A Credit</b> list item. <a href="#">Refund A Credit</a>
17.	Click the <b>Look up Reason</b> button. 


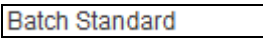
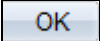


Step	Action
18.	The <b>Look Up Reason</b> window displays.  Click the <b>Return of Escrow Monies</b> link. <a href="#">Return of Escrow Monies</a>
19.	Click the <b>Sel</b> option for the line item if it is not already selected. 



Step	Action
20.	Click the <b>Refresh</b> button.  <b>NOTE:</b> The Type on the line next to the selected item is populated with RC (Refund Credit) and the Reason is auto populated with ESCRW (Return of Escrow Monies). 
21.	Click the <b>Save</b> button. 
22.	Click the <b>Worksheet Action</b> link. 

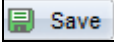


Step	Action
23.	The <b>Worksheet Action</b> page displays.  Click the <b>Action</b> list. 
24.	Click the <b>Batch Standard</b> list item. 
25.	Click the <b>OK</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
26.	Click the <b>Save</b> button. 
27.	You have successfully completed the <i>Creating a Return of Escrow Transaction</i> topic.  You have learned how to: - create a return of escrow transaction <b>End of Procedure.</b>

### 4.2.3 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to be posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.


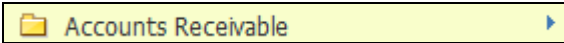
It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

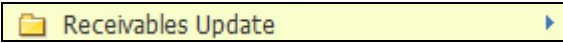

After completing this topic, you will learn how to:

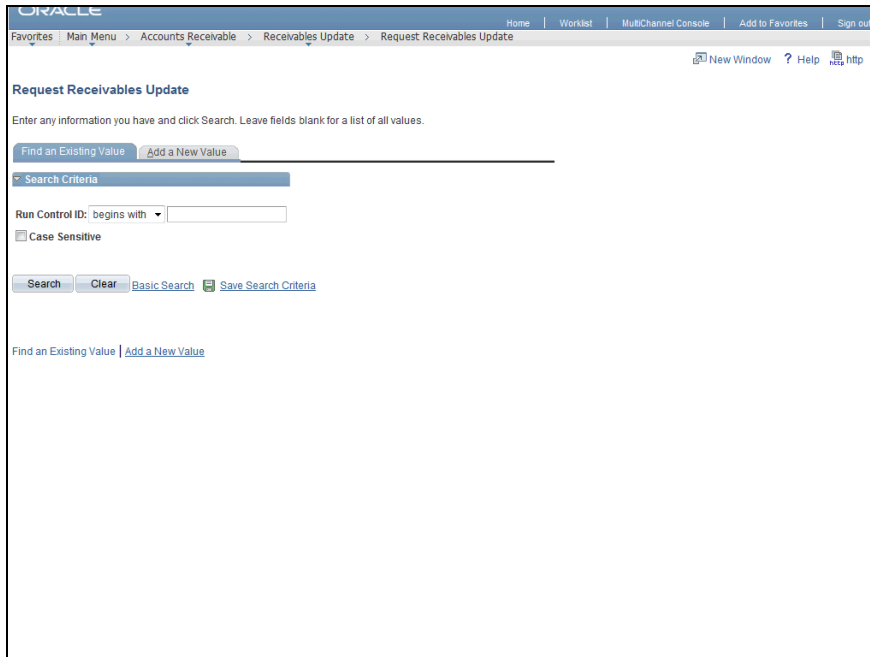
- Process the Run AR Update (ARUPDATE)

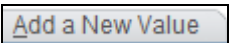
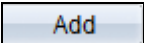
### Procedure

In this topic, you will execute the **AR update (ARUPDATE)**.

Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Accounts Receivable</b> menu. 

Step	Action
3.	Click the <b>Receivables Update</b> menu. 
4.	Click the <b>Request Receivables Update</b> menu. 



Step	Action
5.	<p>The <b>Request Receivables Update</b> page displays.</p> <p><b>NOTE:</b> If you have previously created a run control to run the AR Update process, you can search for the run control using the <b>Find an Existing Value</b> page. Create a new run control if one does not already exist.</p> <p>Click the <b>Add a New Value</b> tab to add a new run control. </p>
6.	Enter the desired information into the <b>Run Control ID</b> field.
7.	Click the <b>Add</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

Receivable Update Request | Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

\*Group Unit: JUD52

Process Frequency: Always \*High Balance Basis Date: Run Date

\*Accounting Date From: 01/01/2012 \*Accounting Date To: 01/03/2013

Customer History Options

☒ User Defined

☒ Payment Performance

☒ DSO Calculation Year: Period:

☐ SubCustomer

Last Run On:

Last Run On: 01/03/13 3:30:32PM

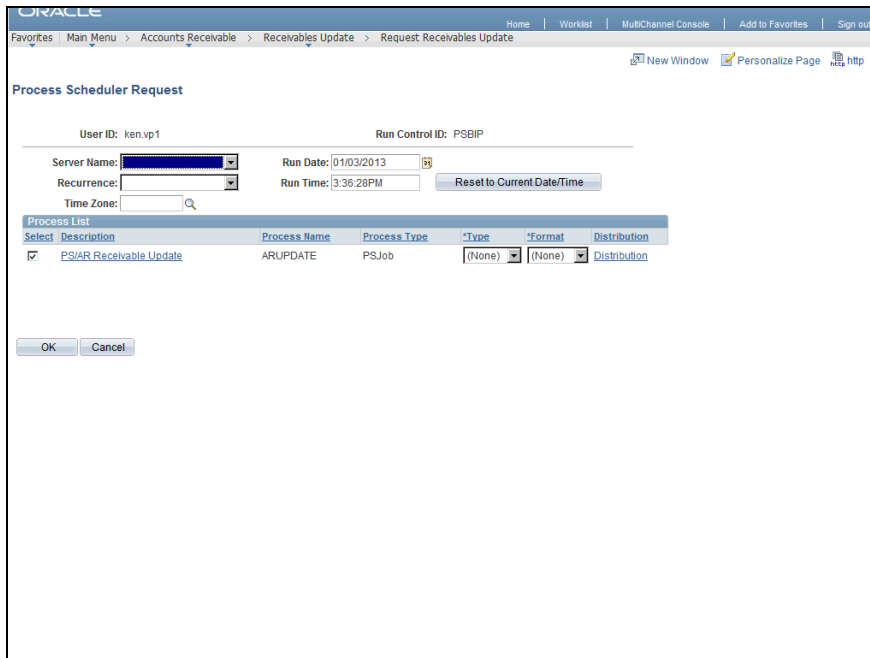
Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

Main Content

Step	Action
8.	<p>Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.</p> <p>Click the <b>Run</b> button.</p> <p><a href="#">Run</a></p>



Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window | Personalize Page | nes http

### Process Scheduler Request

User ID: ken.vp1      Run Control ID: PSBIP

Server Name:       Run Date: 01/03/2013

Recurrence:       Run Time: 3:36:28PM     

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

Step	Action
9.	<p>The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.</p> <p>Click the <b>OK</b> button.</p> <div><input type="button" value="OK"/></div>
10.	<p>Click the <b>Process Monitor</b> link.</p> <div><a href="#">Process Monitor</a></div>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



<div> <a href="#">Home</a>   <a href="#">Worklist</a>   <a href="#">MultiChannel Console</a>   <a href="#">Add to Favorites</a>   <a href="#">Sign out</a> </div>																																																																																																																																																																																			
<div> <a href="#">Favorites</a>   <a href="#">Main Menu</a> &gt; <a href="#">Accounts Receivable</a> &gt; <a href="#">Receivables Update</a> &gt; <a href="#">Request Receivables Update</a> </div>																																																																																																																																																																																			
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<table> <tr> <th>Select</th><th>Instance</th><th>Seq</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13151</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/04/2013 10:49:38AM PST</td><td>Processing</td><td>N/A</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13141</td><td></td><td>PSJob</td><td>ARPREDCI</td><td>ken.vp1</td><td>01/04/2013 10:42:07AM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13137</td><td></td><td>PSJob</td><td>ARPREDCI</td><td>ken.vp1</td><td>01/04/2013 10:19:59AM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13136</td><td></td><td>Application Engine</td><td>AR_PAYLOAD</td><td>ken.vp1</td><td>01/04/2013 10:18:19AM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13081</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 5:36:07PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13076</td><td></td><td>PSJob</td><td>ARPREDCI</td><td>ken.vp1</td><td>01/03/2013 5:34:48PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13074</td><td></td><td>Application Engine</td><td>AR_PAYLOAD</td><td>ken.vp1</td><td>01/03/2013 5:32:00PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13067</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 5:23:53PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13063</td><td></td><td>PSJob</td><td>ARPREDCI</td><td>ken.vp1</td><td>01/03/2013 5:20:58PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13056</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 5:10:03PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13055</td><td></td><td>Application Engine</td><td>AR_PAYLOAD</td><td>ken.vp1</td><td>01/03/2013 5:07:58PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13048</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 3:36:28PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13044</td><td></td><td>PSJob</td><td>ARPREDCI</td><td>ken.vp1</td><td>01/03/2013 3:33:00PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13037</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 3:29:33PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13030</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 3:07:24PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13029</td><td></td><td>Application Engine</td><td>AR_PAYLOAD</td><td>ken.vp1</td><td>01/03/2013 3:05:07PM PST</td><td>Success</td><td>Posted</td><td><a href="#">Details</a></td></tr> </table>										Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input checked="" type="checkbox"/>	13151		PSJob	ARUPDATE	ken.vp1	01/04/2013 10:49:38AM PST	Processing	N/A	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13141		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:42:07AM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13137		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:19:59AM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13136		Application Engine	AR_PAYLOAD	ken.vp1	01/04/2013 10:18:19AM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13081		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:36:07PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13076		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:34:48PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13074		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:32:00PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13067		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:23:53PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13063		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:20:58PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13056		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:10:03PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13055		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:07:58PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13048		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:36:28PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13044		PSJob	ARPREDCI	ken.vp1	01/03/2013 3:33:00PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13037		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:29:33PM PST	Success	Posted	<a href="#">Details</a>	<input checked="" type="checkbox"/>	13030		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:07:24PM 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<input checked="" type="checkbox"/>	13076		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:34:48PM PST	Success	Posted	<a href="#">Details</a>																																																																																																																																																																										
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<input checked="" type="checkbox"/>	13063		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:20:58PM PST	Success	Posted	<a href="#">Details</a>																																																																																																																																																																										
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<input checked="" type="checkbox"/>	13044		PSJob	ARPREDCI	ken.vp1	01/03/2013 3:33:00PM PST	Success	Posted	<a href="#">Details</a>																																																																																																																																																																										
<input checked="" type="checkbox"/>	13037		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:29:33PM PST	Success	Posted	<a href="#">Details</a>																																																																																																																																																																										
<input checked="" type="checkbox"/>	13030		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:07:24PM PST	Success	Posted	<a href="#">Details</a>																																																																																																																																																																										
<input checked="" type="checkbox"/>	13029		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 3:05:07PM PST	Success	Posted	<a href="#">Details</a>																																																																																																																																																																										

Step	Action
11.	<p>The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "<b>Processing</b>" and <b>Distribution Status</b> is "<b>N/A</b>".</p> <p>Click the <b>Refresh</b> button.</p> <div>Refresh</div>
12.	<p>Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "<b>Posted</b>".</p>
13.	<p>You have successfully completed the <i>Run AR Update</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- execute the AR Update process</li> </ul> <p><b>End of Procedure.</b></p>

### 4.2.4 Loading to AP for Voucher Creation



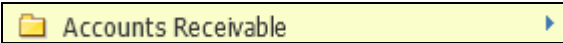
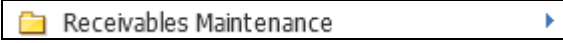

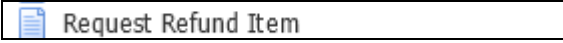
In this topic, you will load to AP to create a voucher. This step uses delivered functionality to "refund" the "customer's" on-account open-item.

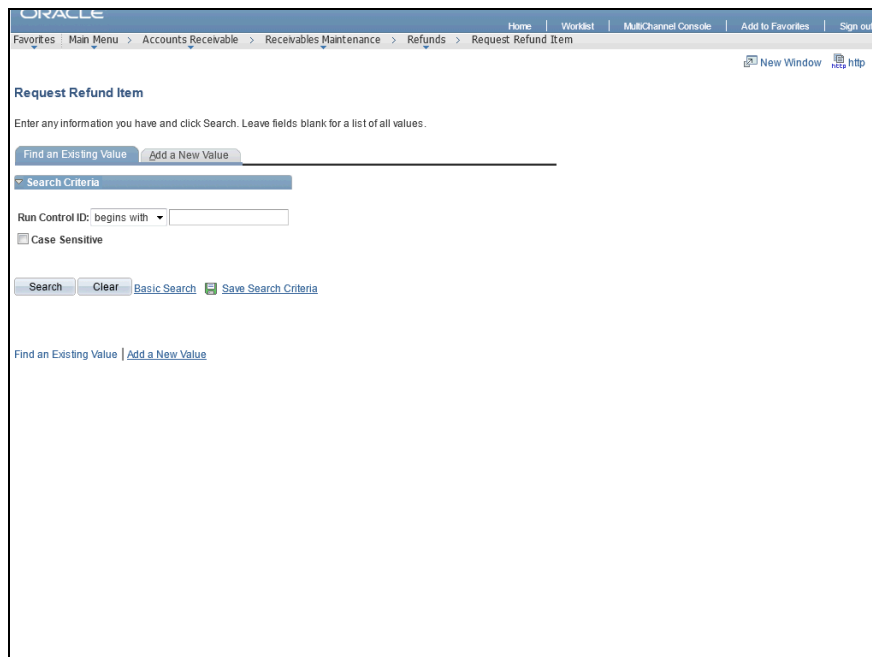
After completing this topic, you will be able to:

- Load to AP to create a voucher

### Procedure

In this topic, you will load to AP to create a voucher.

Step	Action
1.	Navigate to the <b>Refunds</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Receivables Maintenance</b> menu. 
5.	Click the <b>Refunds</b> menu. 
6.	Click the <b>Request Refund Item</b> menu. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

New Window | http

### Request Refund Item

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Run Control ID: begins with

☐ Case Sensitive

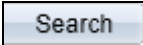

Search | Clear | Basic Search | Save Search Criteria


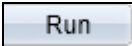
Find an Existing Value | Add a New Value

# Training Guide

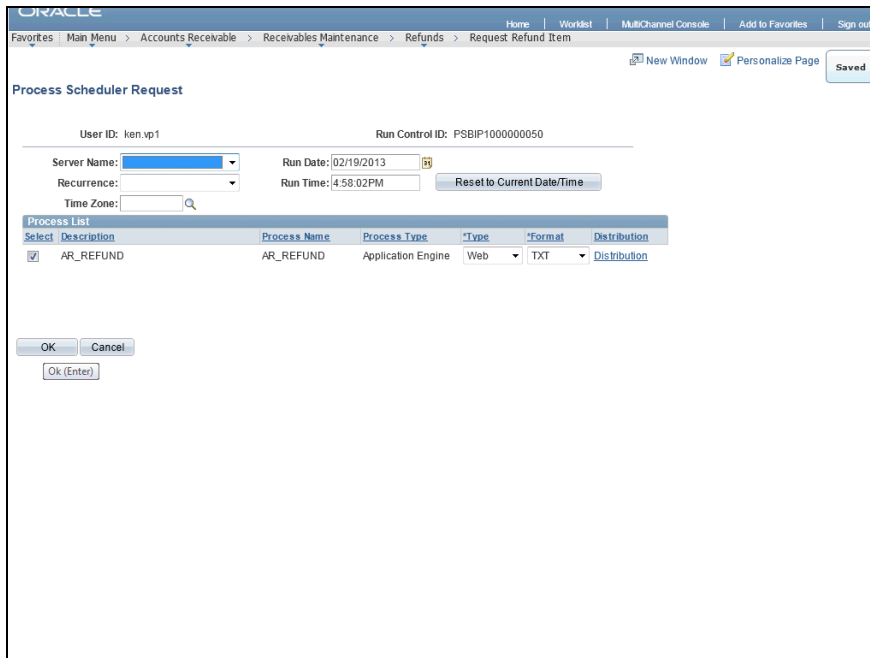
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
7.	<p>The <b>Request Refund Item</b> search page displays.</p> <p>Click the <b>Search</b> button.</p> 
8.	<p>Click the <b>PSBIP1000000050</b> link.</p> 

Step	Action
9.	<p>The <b>Refunds</b> page displays.</p> <p>Enter the desired information into the <b>Unit</b> field. Enter "<b>jud52</b>".</p>
10.	<p>Click the <b>Load Directly to AP</b> option.</p> 
11.	<p>Click the <b>Run</b> button.</p> 





Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

New Window | Personalize Page | Saved

**Process Scheduler Request**

User ID: ken.vp1 | Run Control ID: PSBIP1000000050


Server Name: [dropdown] | Run Date: 02/19/2013 [calendar icon]

Recurrence: [dropdown] | Run Time: 4:58:02PM | Reset to Current Date/Time

Time Zone: [dropdown] [search icon]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AR_REFUND	AR_REFUND	Application Engine	Web	TXT	Distribution

OK | Cancel | OK (Enter)

Step	Action
12.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Click the <b>OK</b> button.</p> 
13.	<p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

Process List | Server List

Actions

User ID: ken.vp1 | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance: | Main Content

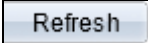

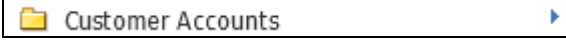
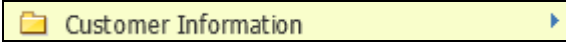
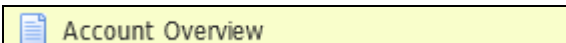
Run Status: | Distribution Status: | Save On Refresh

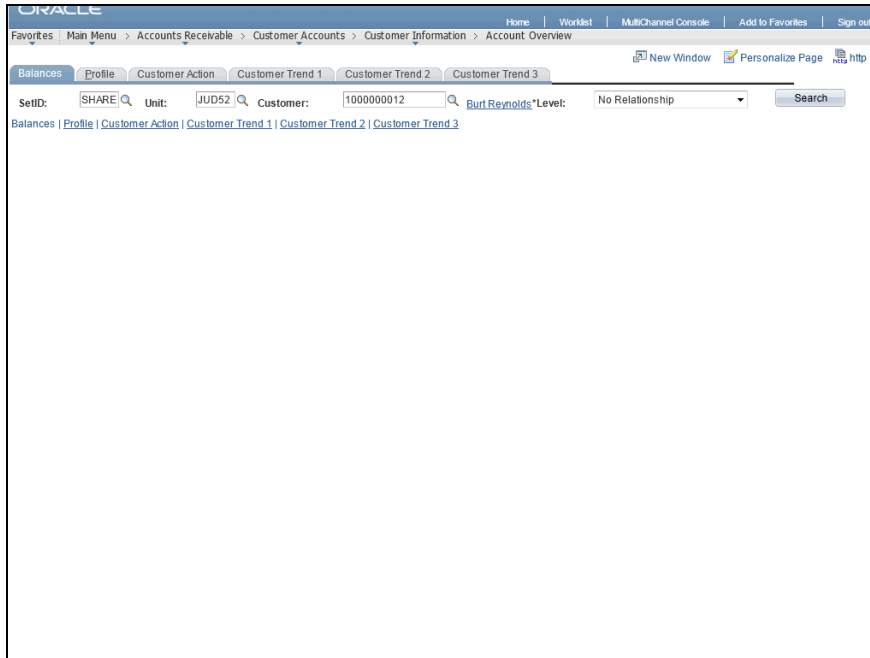
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	16330		Application Engine	AR_REFUND	ken.vp1	02/19/2013 4:58:02PM EST	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	16322		PSJob	ARUPDATE	ken.vp1	02/19/2013 4:54:38PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	16315		PSJob	ARUPDATE	ken.vp1	02/19/2013 4:46:30PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	16302		PSJob	BJOB03	ken.vp1	02/19/2013 4:41:41PM EST	Success	Posted	<a href="#">Details</a>

Go back to Request Refund Item

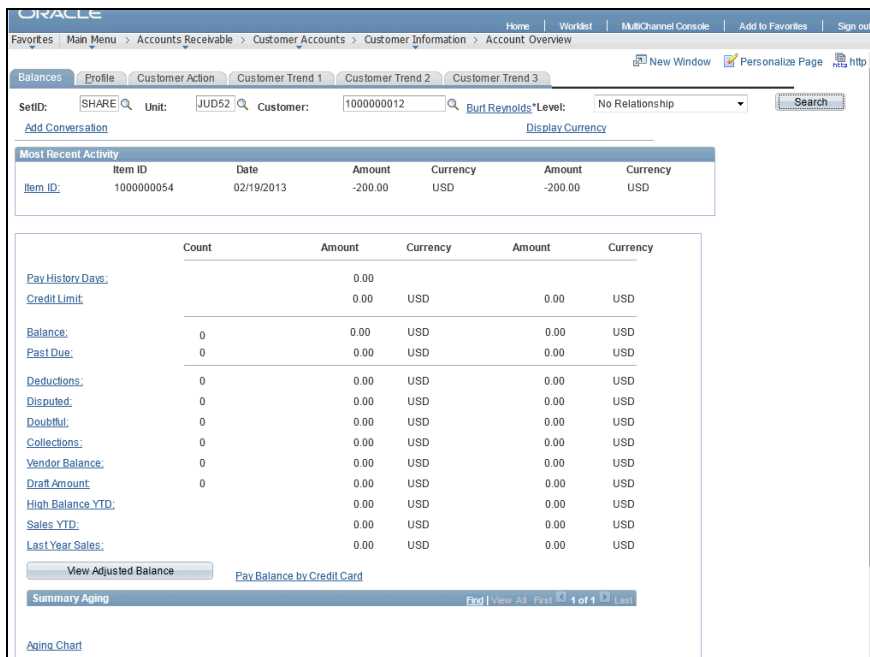
Save | Notify

Process List | Server List

Step	Action
14.	The <b>Process List</b> displays.  Click the <b>Refresh</b> button. 
15.	Click the <b>Accounts Receivable</b> menu once the Run Status reads <b>Success</b> and the Distribution Status reads <b>Posted</b> . 
16.	Click the <b>Customer Accounts</b> menu. 
17.	Click the <b>Customer Information</b> menu. 
18.	Click the <b>Account Overview</b> menu. 



Step	Action
19.	<p>The <b>Account Overview - Balances</b> page displays.</p> <p>Click the <b>Search</b> button.</p> <div>Search</div>



Item ID	Date	Amount	Currency	Amount	Currency
1000000054	02/19/2013	-200.00	USD	-200.00	USD

	Count	Amount	Currency	Amount	Currency
Pay History Days:		0.00			
Credit Limit:		0.00	USD	0.00	USD
Balance:	0	0.00	USD	0.00	USD
Past Due:	0	0.00	USD	0.00	USD
Deductions:	0	0.00	USD	0.00	USD
Disputed:	0	0.00	USD	0.00	USD
Doubtful:	0	0.00	USD	0.00	USD
Collections:	0	0.00	USD	0.00	USD
Vendor Balance:	0	0.00	USD	0.00	USD
Draft Amount:	0	0.00	USD	0.00	USD
High Balance YTD:		0.00	USD	0.00	USD
Sales YTD:		0.00	USD	0.00	USD
Last Year Sales:		0.00	USD	0.00	USD

View Adjusted Balance      Pay Balance by Credit Card


Summary Aging      First View All First 4 of 1 Last



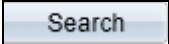
Aging Chart

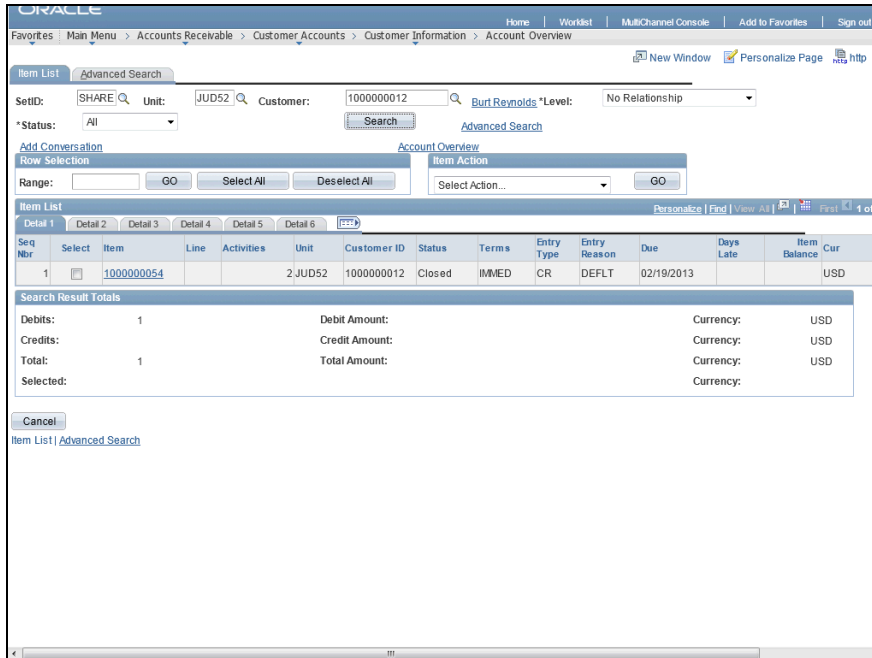
# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court





Step	Action
20.	Click the <b>Balance</b> link. 

Step	Action
21.	The <b>Item List</b> displays. Click the <b>Status</b> list. 
22.	Click the <b>All</b> list item. 
23.	Click the <b>Search</b> button. 



The screenshot shows the Oracle AR230 interface. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview. The 'Item List' tab is active, showing search criteria: SetID: SHARE, Unit: JUD52, Customer: 1000000012, Burt Reynolds \*Level: No Relationship. The search results table shows one item with Seq Nbr 1, Item 1000000054, Unit JUD52, Customer ID 1000000012, Status Closed, Terms IMMED, Entry Type CR, Entry Reason DEFLT, Due Date 02/19/2013, and Currency USD. Below the table, the 'Search Result Totals' section shows: Debits: 1, Credits: 1, Total: 1, Selected: 1. The 'Item Activity' tab is also visible.

Step	Action
24.	Click the <b>1000000054</b> link. 
25.	The <b>Item - Detail 1</b> page displays.  Click the <b>Item Activity</b> tab. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Detail 1 | Detail 2 | Detail 3 | **Item Activity** | Item Accounting Entries | Item Audit History

Unit: JUD52 Customer: 1000000072 Burt Reynolds  
 Item ID: 1000000054 Line: Days Late: Status: Closed

Balance: 0.00 USD

**Item Activities** Find | View All | Page 4-2 of 2 | Last

Sequence:	1	Accounting Date:	02/19/2013	Posted Date:	02/19/2013
Entry Type:	CR	Reason: DEFLT Worksheet Reason:		Voucher ID:	
Document:				Amount:	-200.00 USD
Group Unit:	JUD52	Group ID: 61	Billing		
Sequence:	2	Accounting Date:	02/19/2013	Posted Date:	02/19/2013
Entry Type:	RC	Reason: OVRPY Worksheet Reason:	REFUND	Voucher ID:	
Document:				Amount:	200.00 USD
Group Unit:	JUD52	Group ID: 62	Maintenanc	Match Group ID: 99999	

[Split](#) [Add Conversation](#) [View Audit Log](#)

OK Cancel Apply

[Detail 1](#) | [Detail 2](#) | [Detail 3](#) | [Item Activity](#) | [Item Accounting Entries](#) | [Item Audit History](#)

Step	Action
26.	<p>The <b>Item Activity</b> page displays.</p> <p>Review the information on the page.</p> <p>Note: The RC, Refund a Credit and Reason: ESCRW are displayed and the item is closed.</p>
27.	<p>You have successfully completed the <i>Loading to AP for Voucher Creation</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- load to AP from AR</li> </ul> <p><b>End of Procedure.</b></p>

## Lesson 5: Processing Deferred Payments

### Lesson Overview

The first step in this end-to-end process is entering an invoice with a status of Hold to prevent processing, since it is entered for tracking purposes only.

This section walks through how to update the invoice to reflect a deferred payment extension, how to process a partial payment, and how to process a payment for the full remaining amount. This process is only applicable to District Court.

### Lesson Objectives

After completing this section, you will be able to:

- enter a deferred payment invoice
- update a deferred payment
- process full and partial payments
- print a pro forma Deferred Invoice

### 5.1 Entering a Deferred Payment Invoice and Printing a Pro Forma Invoice




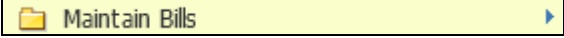
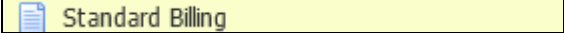
We will enter an invoice with a Status of Hold using an existing Customer.

After completing this topic, you will be able to:

- saved an invoice with a Status of Hold.
- generates an Invoice Number.

#### Procedure

In this topic, you learn how to be able to enter a deferred payment invoice and print it.

Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing > Maintain Bills > Standard Billing

New Window http

### Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

**Search Criteria**

Business Unit: = [ ] [ ]

Invoice: begins with [ ] [ ]

Bill Status: = [ ] [ ]

Customer: begins with [ ] [ ]

Contract: begins with [ ] [ ]

Bills in Business Unit: = [ ] [ ]

Template Invoice Flag: = [ ] [ ]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	<p>The <b>Bill Entry</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab.</p> <p><b>Add a New Value</b></p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing > Maintain Bills > Standard Billing

New Window http

### Bill Entry

Find an Existing Value | **Add a New Value**

Business Unit: [ ] [ ]

Invoice: NEXT [ ]

Bill Type Identifier: [ ] [ ]

Bill Source: [ ] [ ]

Customer: [ ] [ ]


Invoice Date: [ ] [ ]

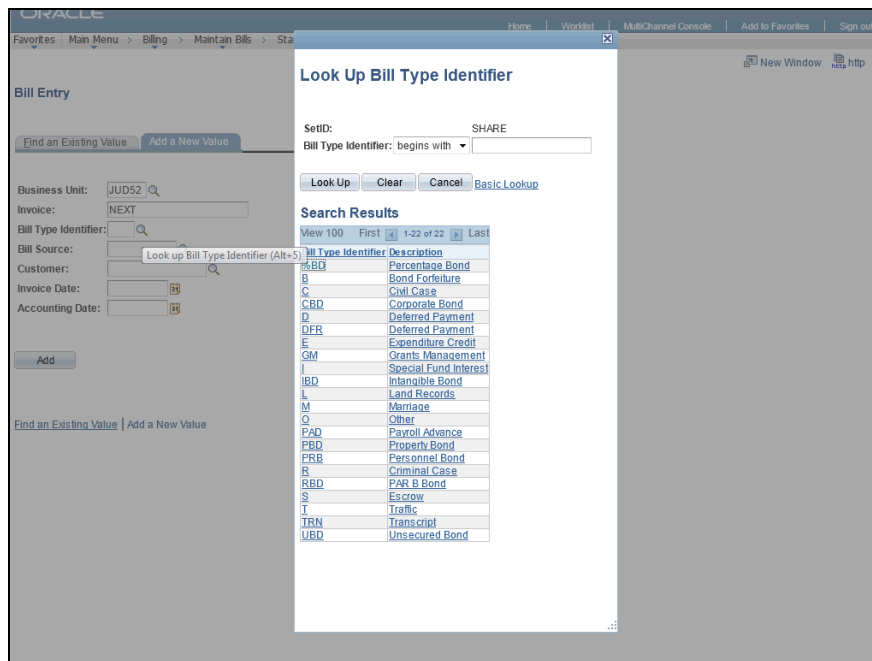
Accounting Date: [ ] [ ]

Add

Find an Existing Value | Add a New Value




Step	Action
7.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter <b>"JUD52."</b></p>
8.	<p>Click the <b>Look up Bill Type Identifier</b> button.</p> 



The screenshot shows the 'Look Up Bill Type Identifier' window in the Oracle system. The window has a 'SetID' field set to 'SHARE' and a 'Bill Type Identifier: begins with' dropdown. Below these are 'Look Up', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. The 'Search Results' section displays a table with two columns: 'Bill Type Identifier' and 'Description'. The table contains 22 rows of data, with 'Deferred Payment' (DFR) highlighted. The background shows the 'Bill Entry' form with 'Business Unit' set to 'JUD52' and 'Invoice' set to 'NEXT'.

Bill Type Identifier	Description
ABD	Percentage Bond
B	Bond Forfeiture
C	Civil Case
CBD	Corporate Bond
D	Deferred Payment
DFR	Deferred Payment
E	Expenditure Credit
GM	Grants Management
I	Special Fund Interest
IBD	Inalienable Bond
L	Land Records
M	Marriage
O	Other
PAQ	Payroll Advance
PBD	Property Bond
PRR	Personnel Bond
R	Criminal Case
RBD	PAR B Bond
S	Escrow
T	Traffic
TRN	Transcript
UBD	Unsecured Bond

Step	Action
9.	<p>The <b>Look up Bill Type Identifier</b> window displays.</p> <p>Click the <b>Deferred Payment</b> option.</p> <p><b>DFR</b>      <b>Deferred Payment</b></p>
10.	<p>Click the <b>Look up Bill Source</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

New Window | http

### Bill Entry

Find an Existing Value | Add a New Value

Business Unit: JUD52

Invoice: NEXT

Bill Type Identifier: D

Bill Source:

Customer:

Invoice Date:

Accounting Date:

Add

Find an Existing Value | Add a New Value

#### Look Up Bill Source

SetID: SHARE


Bill Source: begins with

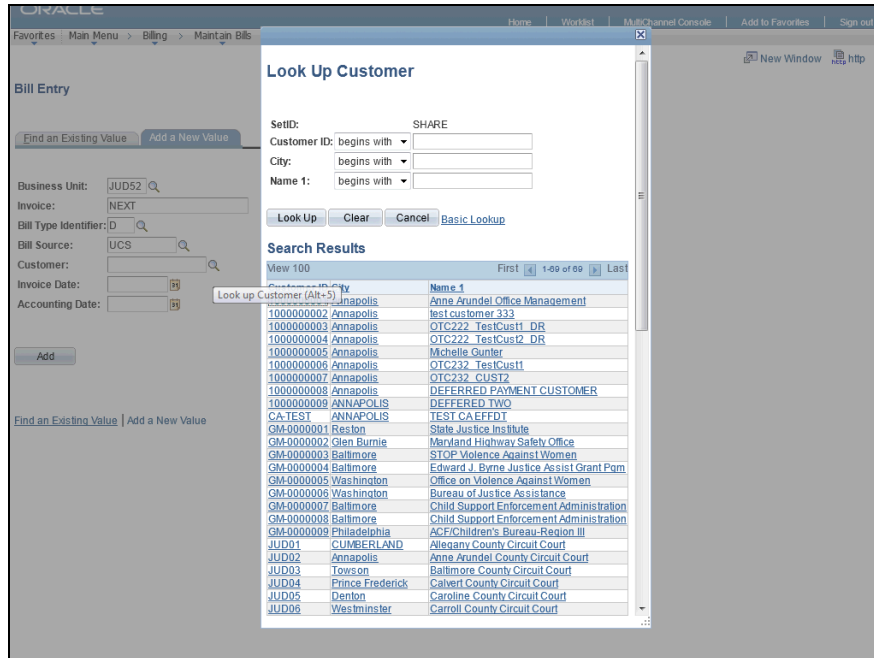
Look Up | Clear | Cancel | Basic Lookup

##### Search Results

View 100 | First | 1-8 of 8 | Last

Bill Source	Description
CCS	Circuit Court Standalone
DCS	District Court Standalone
GM	Grants Management
MJEC	MJEC
ONLINE	Online Entry
RCS	RCS
UCS	UCS
VITAL CHECK	Vital Check

Step	Action
11.	<p>The <b>Look Up Bill Source</b> window displays.</p> <p>Click the <b>ONLINE</b> option.</p> <p><b>ONLINE</b></p>
12.	<p>Click the <b>Look up Customer</b> button.</p> <p></p>



**Look Up Customer**

SetID: SHARE

Customer ID: begins with

City: begins with

Name 1: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-66 of 66 Last

Customer (Alt+5)	Name 1
1000000002 Annapolis	Anne Arundel Office Management
1000000003 Annapolis	TestCustomer 333
1000000004 Annapolis	OTC222 TestCust1_DR
1000000005 Annapolis	OTC222 TestCust2_DR
1000000006 Annapolis	Michelle Gunter
1000000007 Annapolis	OTC232 TestCust1
1000000008 Annapolis	OTC232 CUST2
1000000009 Annapolis	DEFERRED PAYMENT CUSTOMER
1000000009 ANNAPOLIS	DEFERRED TWO
CA-TEST ANNAPOLIS	TEST CAFFDT
GM-00000001 Reston	State Justice Institute
GM-00000002 Glen Burnie	Mentland Highway Safety Office
GM-00000003 Baltimore	STOP Violence Against Women
GM-00000004 Baltimore	Edward J. Byrne Justice Assist Grant Pgm
GM-00000005 Washington	Office on Violence Against Women
GM-00000006 Washington	Bureau of Justice Assistance
GM-00000007 Baltimore	Child Support Enforcement Administration
GM-00000008 Baltimore	Child Support Enforcement Administration
GM-00000009 Philadelphia	ACF/Children's Bureau-Region III
JUD01 CUMBERLAND	Allegheny County Circuit Court
JUD02 Annapolis	Anne Arundel County Circuit Court
JUD03 Towson	Baltimore County Circuit Court
JUD04 Prince Frederick	Calvert County Circuit Court
JUD05 Denton	Caroline County Circuit Court
JUD06 Westminster	Carroll County Circuit Court

Step	Action
13.	<p>The <b>Look Up Customer</b> window displays.</p> <p>Select your <b>Local Customer</b>. For this example, click <b>Michelle Gunter</b>.</p> <p><u>Michelle Gunter</u></p>
14.	Enter "t" in the <b>Invoice Date</b> field.
15.	Enter "t" in the <b>Accounting Date</b> field.
16.	<p>Click the <b>Add</b> button.</p> <p>Add</p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window | Personalize Page | help http

Header - Info 1 | Line - Info 1

Unit: JUD52 Invoice: 1000000050 Pretax Amt: 1,500.00 USD



Status: NEW Invoice Date: 02/19/2013 Cycle ID: DAILY  
 \*Type: D Source: UCS \*Frequency: Once  
 \*Customer: 1000000005 SubCust1: SubCust2:

Michelle Gunter  
 \*Invoice Form: DM/PUB From Date: To Date:  
 Accounting Date: 02/19/2013 Pay Terms: NET90 Pay Method: Check  
 Remit To: BOA Bank Account: MWN  
 Sales: DEFAULT Bill Inquiry Phone:  
 Credit: DEFAULT Collector: DEFAULT  
 Biller: DEFAULT Billing Authority:


Go to: Header Info 2 Address Copy Address  
 Notes Express Entry  
 Summary Bill Search Line Search Navigation: Header - Info 1 Page Series: Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Step	Action
17.	<p>The <b>Header - Info 1</b> tab displays.</p> <p>Click the <b>Look up Status</b> button.</p> 
18.	<p>Click the <b>Hold Bill</b> option.</p> 

The screenshot shows the Oracle AR230 Standard Billing interface. The 'Look up Pay Terms' button is highlighted in the bottom right area of the form.

Step	Action
19.	Click the <b>Look up Pay Terms</b> button. 




The screenshot shows the Oracle AR230 Standard Billing interface with the 'Look Up Pay Terms' dialog box open. The dialog displays search results for payment terms.

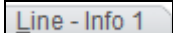
Payment Terms ID	Description
IMMED	Due immediately
NET15	Net 15
NET90	Net 90
NET180	Net 180

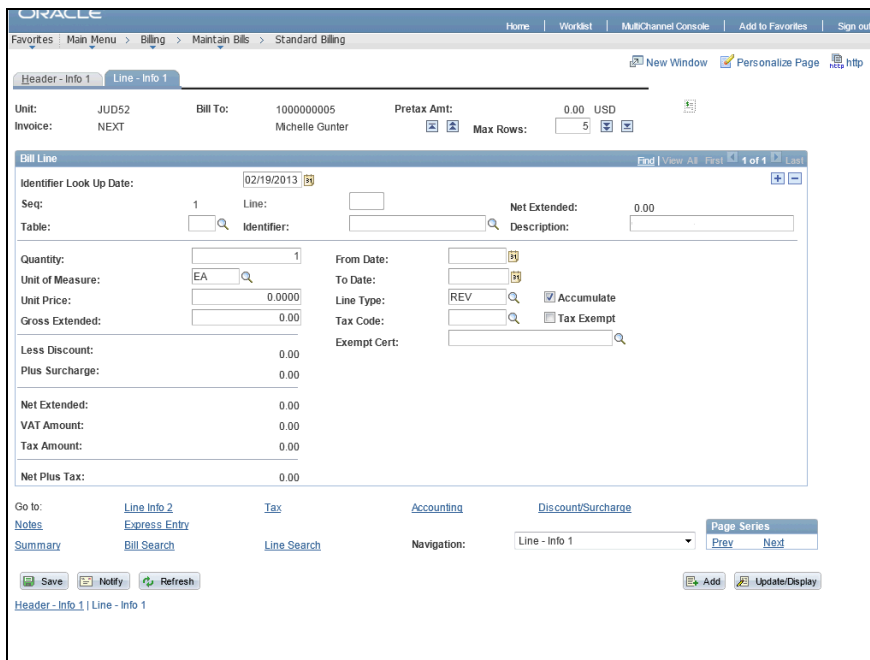
# Training Guide

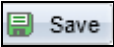

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
20.	The <b>Look Up Pay Terms</b> window displays.  Click the <b>NET90</b> option. 
21.	Ensure that the <b>Header</b> information that defaulted on the bill is correct, such as Bank Account. The values in the <b>Sales, Credit, Biller, Collector, and Billing Authority</b> are required for PeopleSoft to operate, but are not applicable for Judiciary business processes.
22.	Click the <b>Navigation</b> list. 
23.	Click the <b>Header - Order Info</b> list item. 

Step	Action
24.	The <b>Header - Order Info</b> tab displays.  Enter the desired information into the <b>Case Number</b> field. For this example, enter " <b>123456789</b> ".
25.	Click the <b>Line - Info 1</b> tab. 



Step	Action
26.	<p>The <b>Line - Info 1</b> tab displays.</p> <p>Enter an amount in the <b>Gross Extended</b> field. For this example, enter "<b>1500.</b>"</p>
27.	<p>Enter a description to signify the total billed amount of the deferred payment in the <b>Description</b> field. For this example, enter "<b>Total Deferred Payment Billed Amount.</b>"</p> <p><b>Note:</b> The description field will be displayed on the invoice.</p>
28.	<p>Click the <b>Save</b> button.</p> 
29.	<p>If you wish to add notes to your invoice, click the <b>Notes</b> link at the bottom of the page. This note will also be printed under the Total Amount line.</p>
30.	<p>Click the <b>Pro Forma</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



<b>ORACLE</b>		<b>PRO FORMA</b>	
		<b>Invoice No:</b>	1000000050
		<b>Invoice Date:</b>	2/19/13
		<b>Page:</b>	1 of 1

<b>Please Remit To:</b> Bank of America United States	<b>Customer Number:</b> 1000000005
	<b>Payment Terms:</b> Net 90
	<b>Due Date:</b> 5/20/13

<b>Bill To:</b> Michelle Gunter 123 Anystreet Annapolis MD 21401 United States	<b>AMOUNT DUE:</b> 1,500 USD
--	---------------------------------

\_\_\_\_\_  
Amount Remitted

For billing questions, please call

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00
<b>Subtotal:</b>						1,500.00
<b>Amount Due:</b>						1,500.00

Step	Action
31.	<p>The <b>Pro Forma</b> statement displays in a new window.</p> <p>Print the Pro Forma invoice if needed.</p>
32.	<p>You have successfully completed the <i>Enter Deferred Payment Invoice and Print Pro Forma Invoice</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- enter a deferred payment invoice</li> <li>- send an invoice to print</li> </ul> <p><b>End of Procedure.</b></p>

## 5.2 Updating the Invoice for Deferred Payment Extension

This topic walks through the process of updating the invoice with new payment terms to reflect a deferred payment extension.




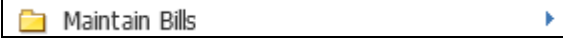
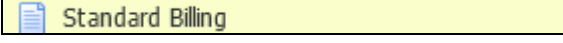
After completing this topic, you will be able to:

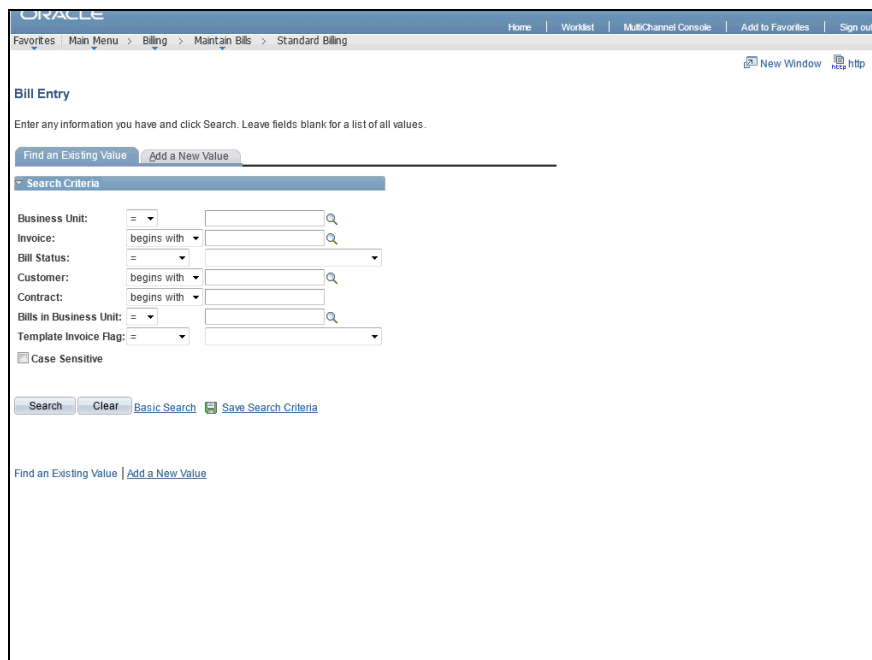
- save the invoice with the new payment terms entered.

### Procedure

In this topic, you will learn how to update the invoice for deferred payment extension.



Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 



ORACLE

Home | Worklist | Multichannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window | http

### Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = [ ] [ ]

Invoice: begins with [ ] [ ]

Bill Status: = [ ] [ ]

Customer: begins with [ ] [ ]

Contract: begins with [ ] [ ]

Bills in Business Unit: = [ ] [ ]

Template Invoice Flag: = [ ] [ ]

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

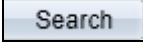

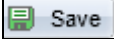
Find an Existing Value | Add a New Value



Step	Action
6.	The <b>Bill Entry</b> search page displays.  Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter <b>"JUD52."</b>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
7.	Click the <b>Search</b> button. 
8.	Select the invoice you created. For this example, click <b>Invoice 100000050</b> . 
9.	The <b>Header - Info 1</b> page displays.  For a 90 day extension, enter a date that is 90 days after the original <b>Invoice Date</b> . For this example, enter " <b>05/20/13</b> " since it is 90 days after 02/19/13..
10.	Click the <b>Save</b> button. 

Step	Action
11.	A message will appear alerting you that the date is out of normal range. Click the <b>OK</b> button. 
12.	Click the <b>Pro Forma</b> button. 

<b>ORACLE</b>		<b>PRO FORMA</b>	
		<b>Invoice No:</b>	1000000050
		<b>Invoice Date:</b>	5/20/13
		<b>Page:</b>	1 of 1

<b>Please Remit To:</b> Bank of America United States	<b>Customer Number:</b> 1000000005 <b>Payment Terms:</b> Net 90 <b>Due Date:</b> 8/18/13  <b>AMOUNT DUE:</b> 1,500 USD
---	--

<b>Bill To:</b> Michelle Gunter 123 Anystreet Annapolis MD 21401 United States	          <div style="text-align: center;"> <hr style="width: 50%; margin: 0 auto;"/> <b>Amount Remitted</b> </div>
--	---

For billing questions, please call

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00
<b>Subtotal:</b>						1,500.00
<b>Amount Due:</b>						1,500.00

Step	Action
13.	<p>The <b>Pro Forma</b> statement displays in a new window.</p> <p>Make sure the Invoice Date and Due Date were updated properly on the Pro Forma invoice.</p>
14.	<p>You have successfully completed the <i>Update Invoice for Deferred Payment Extension</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- update the invoice for deferred payment</li> </ul> <p><b>End of Procedure.</b></p>

### 5.3 Processing a Partial Payment

This topic walks through the steps to record a partial payment, which is performed by adding a new line on the invoice.

After completing this topic, you will be able to:

- save an invoice with the addition of a new line to record a partial payment.



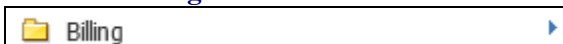
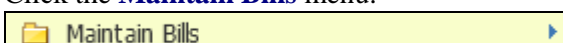

#### Procedure

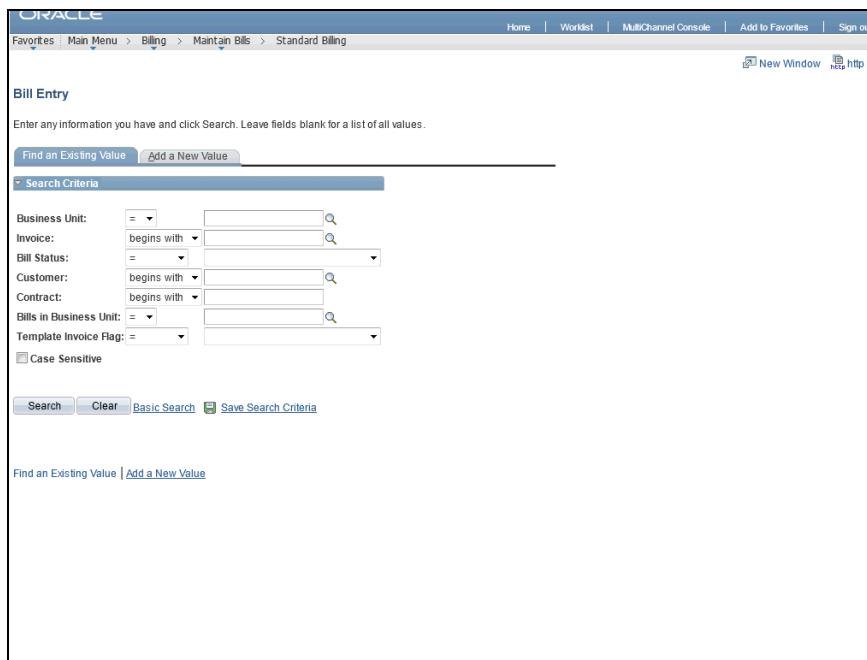
In this topic, you will learn how to process a partial payment.

# Training Guide

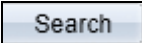

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

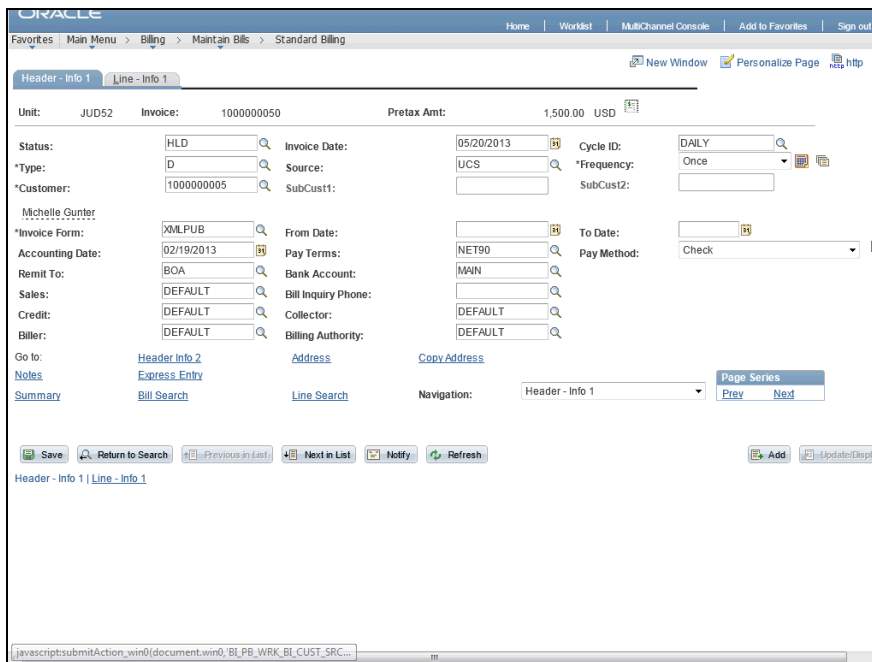



Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 



Step	Action
6.	The <b>Bill Entry</b> search page displays.  Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter <b>"JUD52."</b>

Step	Action
7.	Click the <b>Search</b> button. 
8.	Select the invoice you created. For this example, click <b>Invoice 1000000050</b> . 



Step	Action
9.	The <b>Standard Billing - Header - Info 1</b> page displays.  Click the <b>Line - Info 1</b> tab. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE  
Favorites | Main Menu | Billing | Maintain Bills | Standard Billing | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Header - Info 1 | Line - Info 1 | New Window | Personalize Page | help http

Unit: JUD52 | Invoice: 1000000050 | Bill To: 1000000005 Michelle Gunter | Pretax Amt: 1,500.00 USD | Max Rows: 5

**Bill Line** | Find | View All | First | 1 of 1 | Last

Identifier Look Up Date: 05/20/2013

Seq: 1 | Line: 1 | Net Extended: 1,500.00

Table: ID | Identifier: 021613 TEST | Description: Charge Code for INT test

Quantity: 1.0000 | From Date: | To Date: | Line Type: REV | Accumulate | Tax Code: | Tax Exempt | Exempt Cert:

Unit of Measure: EA | Unit Price: 1,500.0000 | Gross Extended: 1,500.00

Less Discount: 0.00 | Plus Surcharge: 0.00



Net Extended: 1,500.00 | VAT Amount: 0.00 | Tax Amount: 0.00

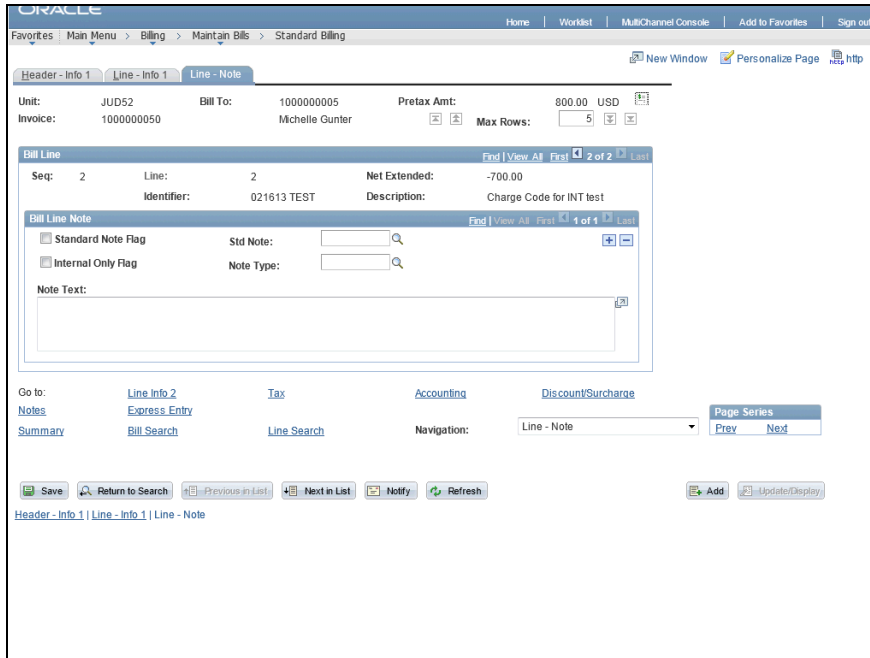
Net Plus Tax: 1,500.00

Go to: Line Info 2 | Tax | Accounting | Discount/Surcharge | Notes | Express Entry | Summary | Bill Search | Line Search | Navigation: Line - Info 1 | Page Series: Prev | Next

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Header - Info 1 | Line - Info 1

Step	Action
10.	The <b>Line - Info 1</b> page displays.  Click the <b>Add a new row at row 1</b> button. 
11.	Enter the date of the partial payment in the <b>Identifier</b> field. For this example, enter " <b>06/20/13.</b> "
12.	Enter the amount of the partial payment as a negative number in the <b>Gross Extended</b> field. For this example, enter " <b>-700.</b> "
13.	Enter a description to signify the partial payment in the <b>Description</b> field. For this example, enter " <b>Partial Payment.</b> "
14.	Click the <b>Notes</b> link. 



Oracle AR230 - Managing Customer Billing, Receivables and Customer Payments - District Court  
 Header - Info 1 | Line - Info 1 | **Line - Note**

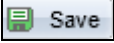
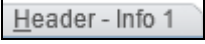

Unit: JUD52 Bill To: 1000000005 Pretax Amt: 800.00 USD  
 Invoice: 1000000050 Michelle Gunter Max Rows: 5

Seq	Line	Identifier	Net Extended	Description
2	2	021613 TEST	-700.00	Charge Code for INT test

**Bill Line Note** (1 of 1)  
☐ Standard Note Flag Std Note:   
☐ Internal Only Flag Note Type:   
 Note Text:

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)  
[Notes](#) [Express Entry](#) [Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Note

Save Return to Search Previous in List Next in List Notify Refresh

Step	Action
15.	The <b>Line - Note</b> tab displays.  Enter any notes associated with the second bill line in the <b>Note Text</b> field. For this example, enter <b>6/20/2013</b> .
16.	Click the <b>Save</b> button. 
17.	Click the <b>Header - Info 1</b> tab. 
18.	Click the <b>Pro Forma</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



<b>ORACLE</b>		<b>PRO FORMA</b>	
		Invoice No:	1000000050
		Invoice Date:	5/20/13
		Page:	1 of 1

<b>Please Remit To:</b> Bank of America United States	<b>Customer Number:</b> 1000000005 <b>Payment Terms:</b> Net 90 <b>Due Date:</b> 8/18/13
---	--

<b>Bill To:</b> Michelle Gunter 123 Anystreet Annapolis MD 21401 United States	<b>AMOUNT DUE:</b> 800 USD
--	----------------------------

Amount Remitted

For billing questions, please call

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00
2	021613 TEST	Charge Code for INT test	1.00	EA	-700.00	-700.00
<b>Subtotal:</b>						800.00
<b>Amount Due:</b>						800.00

Step	Action
19.	The <b>Pro Forma</b> statement displays in a new window.  Review and then print the invoice if needed.
20.	You have successfully completed the <i>Process Partial Payment</i> topic.  You have learned to: - process a partial payment <b>End of Procedure.</b>

### 5.4 Processing a Full Payment

This topic walks through the steps to record a payment for the full remaining amount, which is performed by adding a new line to the invoice. The last step is to update the invoice with a Status of Canceled to preserve history and prevent processing, since it was entered for tracking purposes only. Adding a new line for a credit amount to bring the invoice amount to \$0.00 is an optional step, and is not required in order to change the Header Status to "Cancelled".



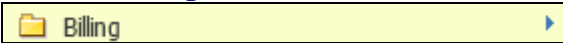
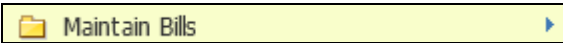
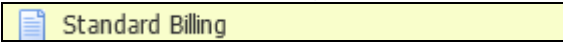
After completing this topic, you will be able to:

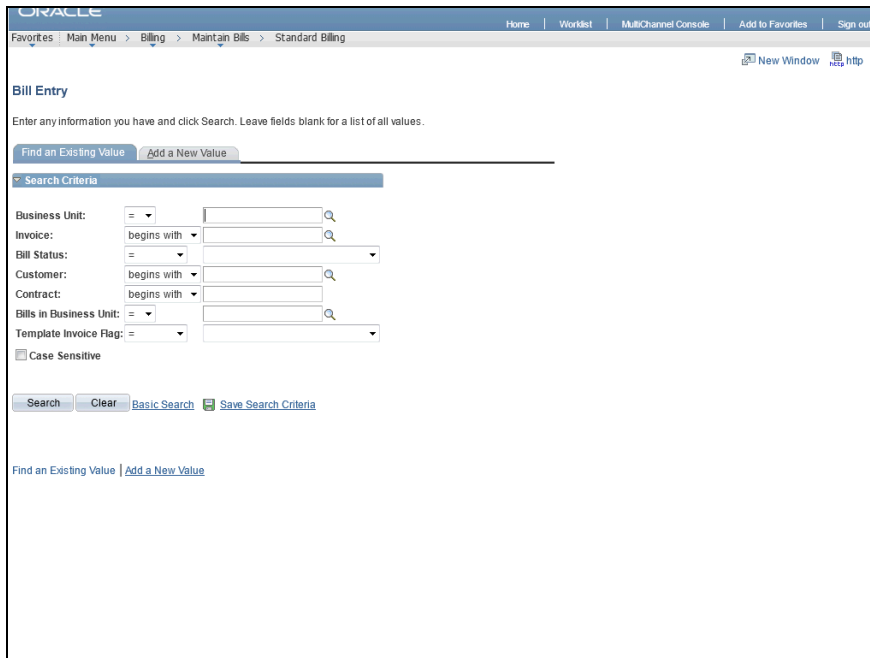
- save an invoice with a new line to record full payment with an outstanding amount of \$0, and has a Status of "Cancelled".

### Procedure

In this topic, you will learn to process a full payment.



Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the up and down arrows to <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 





The screenshot shows the Oracle Bill Entry search page. The breadcrumb trail at the top reads: Favorites | Main Menu > Billing > Maintain Bills > Standard Billing. The page title is "Bill Entry". Below the title, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under the "Search Criteria" section, there are several search fields: Business Unit (dropdown), Invoice (dropdown with "begins with" selected), Bill Status (dropdown), Customer (dropdown with "begins with" selected), Contract (dropdown with "begins with" selected), Bills in Business Unit (dropdown), and Template Invoice Flag (dropdown). There is also a "Case Sensitive" checkbox. At the bottom of the search criteria section, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below the search criteria section, there are links for "Find an Existing Value" and "Add a New Value".


Step	Action
6.	The <b>Bill Entry</b> search page displays.  Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter " <b>JUD52.</b> "



# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
7.	Click the <b>Search</b> button. 
8.	Select the invoice you created. For this example, enter <b>Invoice 1000000050</b> . 

Step	Action
9.	The <b>Standard Billing - Header - Info 1</b> page displays.  Click the <b>Line - Info 1</b> tab. 

Step	Action
10.	<p>The <b>Line - Info 1</b> tab displays.</p> <p>Click the <b>Add a new row at row 1</b> button.</p> 
11.	Enter a description for the full payment in the <b>Description</b> field. For this example, enter " <b>Full Payment.</b> "
12.	Enter the date of the full payment in the <b>Identifier</b> field. For this example, enter " <b>021613 TEST</b> ".
13.	Enter the amount remaining on the invoice in the <b>Gross Extended</b> field. For this example, enter " <b>-800.</b> "
14.	<p>Click the <b>Notes</b> link.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Oracle AR230 - Managing Customer Billing, Receivables and Customer Payments - District Court

Header - Info 1 | Line - Info 1 | **Line - Note**

Unit: JUD52 Bill To: 1000000005 Pretax Amt: 0.00 USD  
 Invoice: 1000000050 Michelle Gunter Max Rows: 5

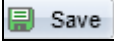
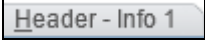

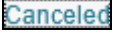
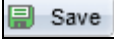
Bill Line  
 Seq: 4 Line: Identifier: 021613 TEST Net Extended: -800.00  
 Description: Charge Code for INT test

Bill Line Note  
 Std Note: Internal Only Flag: Note Type: Note Text:

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
 Notes Express Entry Summary Bill Search Line Search Navigation: Line - Note Page Series Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note

Step	Action
15.	The <b>Line - Note</b> tab displays.  Enter notes associated with line 3 in the <b>Note Text</b> field. For this example, enter <b>"7/20/13"</b> .
16.	Click the <b>Save</b> button. 
17.	Click the <b>Header - Info 1</b> tab. 
18.	Click the <b>Look up Status</b> button. 
19.	Click the <b>Canceled</b> link. 
20.	Click the <b>Save</b> button. 
21.	You have successfully completed the <i>Process Full Payment</i> topic.  You have learned to: - process full payment <b>End of Procedure.</b>

## Lesson 6: Processing Bond Forfeitures

### Lesson Overview

In this lesson, you will learn to exercise processing bond forfeitures in GEARS. Bond Forfeitures are recorded through an online entry method for tracking purposes. If more than one Bond Forfeiture exists for the Case Number a link will be provided to display all Bond Forfeitures for that case number.

### Lesson Objectives

After completing this lesson, you will be familiar with:

- Creating an Escrow and Surety Customer
- Creating an Invoice with a Status of Hold
- Processing a Partial Payment
- Processing a Full Payment

### 6.1 Creating an Escrow and Surety Customer

This topic details the process of creating a Local Customer (Defendant) and a Surety Customer. The process is similar for both.

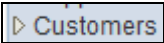


In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer, if one does not already exist.

After completing this topic, you will learn how to:

- Create a new Surety and/or Escrow customer

### Procedure

In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

Step	Action
1.	Begin by navigating to the <b>Customer Information - General Information</b> page. Click the <b>Customers</b> link. 
2.	Click the <b>Customer Information</b> link. 
3.	Click the <b>General Information</b> link. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customers > Customer Information > General Information

New Window http

### General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = SHARE

Customer ID: begins with

Name 1: begins with

Name 2: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

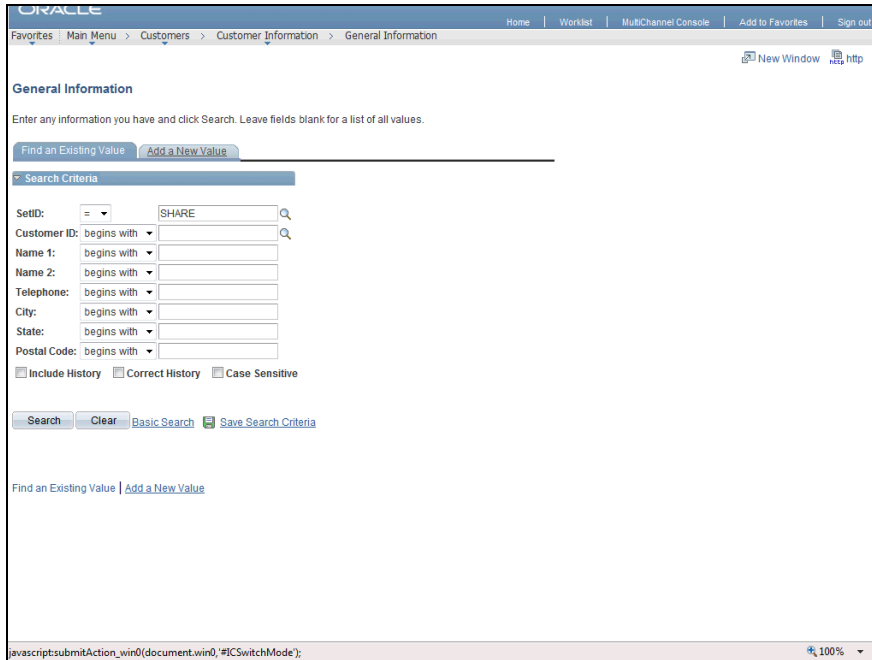
Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

javascript:submitAction\_win0(document.win0, '#ICSwitchMode');

100%

Step	Action
4.	<p>The <b>Customer Information - General Information</b> search page displays. Before you create a new customer, you can check to see if the customer already exists in the system.</p> <p>Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field, then click the <b>Search</b> button.</p>



Oracle  
 Favorites | Main Menu > Customers > Customer Information > General Information  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 New Window http

**General Information**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

**Search Criteria**

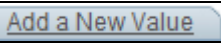
SetID: = SHARE  
 Customer ID: begins with  
 Name 1: begins with  
 Name 2: begins with  
 Telephone: begins with  
 City: begins with  
 State: begins with  
 Postal Code: begins with

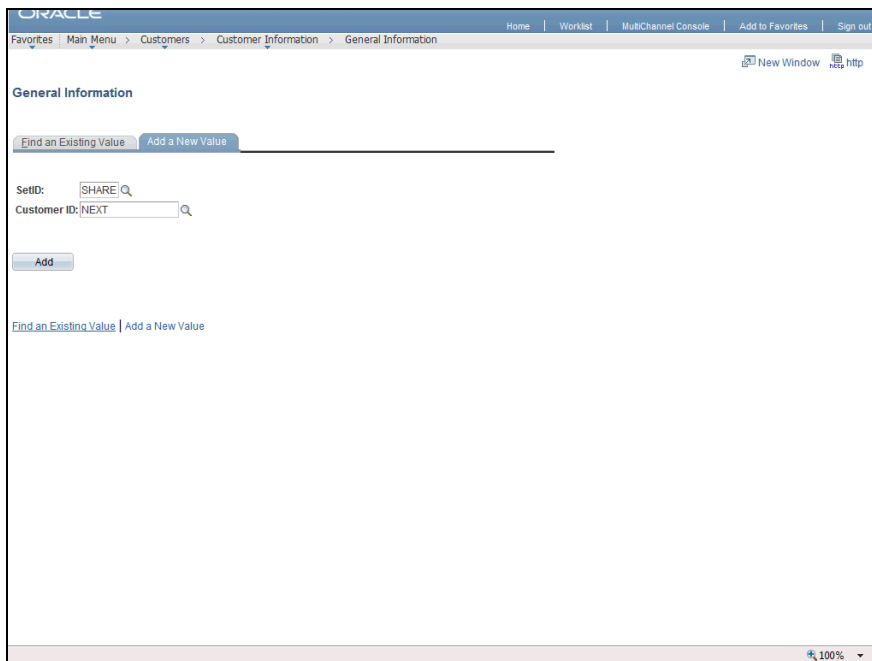
☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

javascript:submitAction\_win0(document.win0,'#ICSwitchMode'); 100%

Step	Action
5.	If the customer doesn't exist, click the <b>Add a New Value</b> tab. 



Oracle  
 Favorites | Main Menu > Customers > Customer Information > General Information  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 New Window http

**General Information**

[Find an Existing Value](#) | [Add a New Value](#)

SetID: SHARE  
 Customer ID: NEXT

[Add](#)

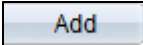
[Find an Existing Value](#) | [Add a New Value](#)


100%

# Training Guide

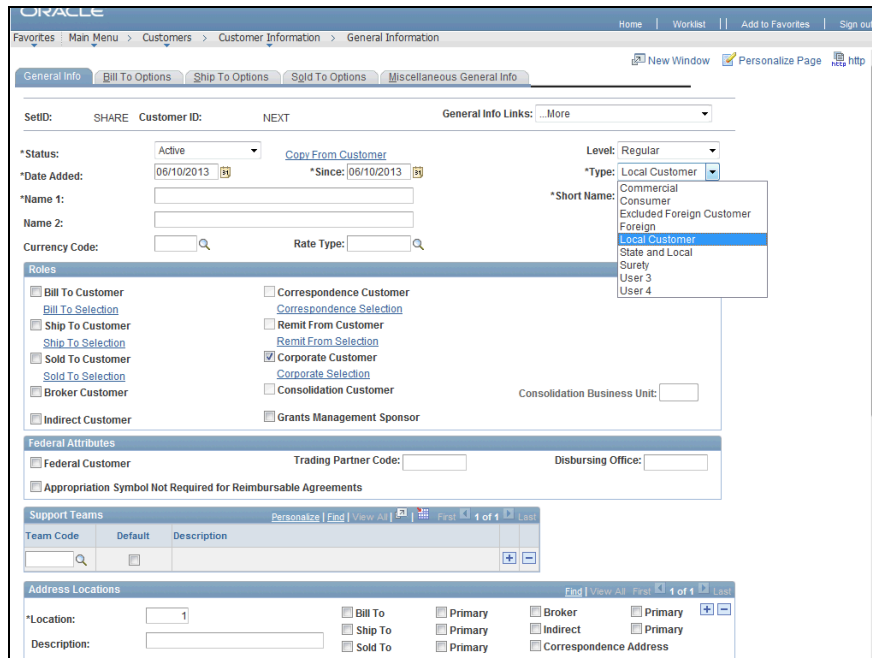
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court


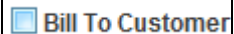
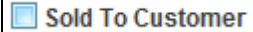


Step	Action
6.	<p>The <b>General Information - Add New Value</b> search page displays.</p> <p>Click the <b>Add</b> button.</p> 

Step	Action
7.	<p>The <b>Customer Information - General Information</b> page displays.</p> <p>Enter the desired information into the <b>Name 1</b> field. Enter "<b>Anne Arundel Office Management</b>".</p>
8.	<p>Click the <b>Type</b> list.</p> 







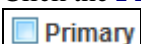
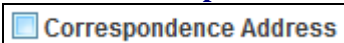


Step	Action
9.	Depending on the type of customer you wish to create, you can select either the <b>Surety</b> list item to create a Surety customer or select <b>Local Customer</b> to create an Escrow customer.
10.	For this example, we can create a Surety Customer. Click the <b>Surety</b> list item. 
11.	Enter the desired information into the <b>Currency Code</b> field. Enter " <b>USD</b> ".
12.	Enter the desired information into the <b>Rate Type</b> field. Enter " <b>CRRNT</b> ".
13.	Click the <b>Bill To Customer</b> option. 
14.	Click the <b>Sold To Customer</b> option. 
15.	Move the scrollbar downwards.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
16.	Enter the desired information into the <b>Team Code</b> field. Enter " <b>SALES</b> ".
17.	Click the <b>Default</b> option. 
18.	Click the <b>Bill To</b> option in the <b>Address Locations</b> section. 
19.	Click the <b>Sold To</b> option. 
20.	Click the <b>Primary</b> option. 
21.	Click the <b>Primary</b> option. 
22.	Click the <b>Correspondence Address</b> option. 
23.	Enter " <b>customer address on file</b> " into the <b>Address Locations Description</b> field.
24.	Enter the customer's address in the <b>Address 1</b> field, such as " <b>210 Holiday Court.</b> "
25.	Enter the desired information into the <b>City</b> field. Enter " <b>Annapolis</b> ".
26.	Enter the desired information into the <b>State</b> field. Enter " <b>MD</b> ".
27.	Enter the desired information into the <b>Postal</b> field. Enter " <b>21401</b> ".
28.	Move the scrollbar upwards.

Oracle AR230 Customer Information - General Information

SetID: SHARE Customer ID: NEXT General Info Links: ...More

\*Status: Active [Copy From Customer](#) Level: Regular

\*Date Added: 12/19/2012 \*Since: 12/19/2012 \*Type: User 1

\*Name 1: Anne Arundel Office Management \*Short Name: AnnArundOM

Name 2:

Currency Code: USD Rate Type: CRRNT

**Roles**

- ☒ Bill To Customer [Bill To Selection](#)
- ☒ Ship To Customer [Ship To Selection](#)
- ☒ Sold To Customer [Sold To Selection](#)
- ☐ Broker Customer
- ☐ Indirect Customer
- ☒ Correspondence Customer [Correspondence Selection](#)
- ☒ Remit From Customer [Remit From Selection](#)
- ☒ Corporate Customer [Corporate Selection](#)
- ☐ Consolidation Customer
- ☐ Grants Management Sponsor

Consolidation Business Unit:

**Federal Attributes**

☐ Federal Customer Trading Partner Code: Disbursing Office:

☐ Appropriation Symbol Not Required for Reimbursable Agreements

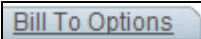
**Support Teams**

Team Code	Default	Description
JUD02	<input checked="" type="checkbox"/>	Anne Arundel County CC

**Address Locations**

\*Location: 1 [Court Address](#)

☒ Bill To ☐ Ship To ☐ Broker ☐ Primary ☐ Indirect ☐ Primary

Step	Action
29.	Click the <b>Bill To Options</b> tab. 

Oracle AR230 Customer Information - Bill To Options

SetID: SHARE Customer ID: NEXT Anne Arundel Office Management

**Customer Bill To Options**

\*Effective Date: 12/19/2012 \*Status: Active

Currency Code: USD Rate Type: CRRNT

**Responsibilities:**

Credit Analyst: Collector:

AR Specialist: Bill Inquiry Phone:

Billing Specialist: Billing Authority:

**Billing Options**

☒ Direct Invoicing

☐ Federal Highway File

☐ Prompt for Billing Currency

\*Freight Bill Type: Shipping

Bill Type:

Billing Cycle Identifier:

Invoice Form:

Bill By Identifier:

AR Distribution Code:

Hold Number of Days:

**Billing Consolidation Data**

Consolidation Key:

SetID:

Customer ID:

**Blanket Purchase Orders**

Blanket PO Number:

Start Date:

End Date:

**Order Management Options**

☐ Purchase Order Required

☐ Disable Prices on Receipt

**Immediate Payment Options**

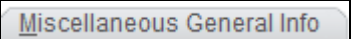
☐ Immediate Payment Required

Deposit Percent:

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
30.	The <b>Bill To Options</b> page displays.  Enter the desired information into the <b>Credit Analyst</b> field. Enter " <b>DEFAULT</b> ".
31.	Enter the desired information into the <b>Collector</b> field. Enter " <b>DEFAULT</b> ".
32.	Click the <b>Miscellaneous General Info</b> tab. 

The screenshot shows the Oracle AR230 Miscellaneous General Info page. The Customer ID field is circled in red and contains the value 1000000001. The page displays various fields for customer information, including Name, Tax ID, Vendor, and SubCustomer. The page is titled "Miscellaneous General Info" and includes a "General Info" tab. The "Miscellaneous General Info" section contains fields for Name 1, Name 2, Name 3, Tax ID, Vendor SetID, Vendor ID, Workflow User, Customer Web Site, and Stock Symbol. The "Sub Customer Information" section contains a checkbox for SubCustomer and fields for SubCustomer 1 and SubCustomer 2. The page also includes a "Date Last Maintained" field, a "Last Maintained By Operator ID" field, and a "General Info Links" dropdown menu. The page footer shows the "Return to Customer Information" link and a "General Info" link.

Step	Action
33.	The <b>Miscellaneous General Info</b> page displays. Review the Miscellaneous General Information page.  Note that there is now an ID associated with the Customer that you created.
34.	You have successfully completed the <i>Creating an Escrow and Surety Customer</i> topic.  You have learned to: - manually create an Escrow or Surety customer <b>End of Procedure.</b>

## 6.2 Creating an Invoice with a Status of Hold



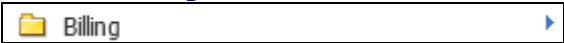
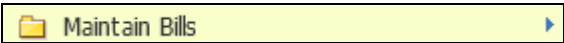
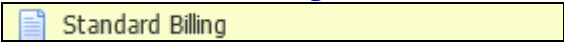
This process details the steps to create a new invoice with a Bill Type of BND for tracking the necessary Bond Forfeiture information. The invoice will then be saved with a status of Hold.

After completing this topic, you will be able to:

- Create a new Bond Forfeiture invoice with the custom Bond Forfeiture tracking fields.

### Procedure

In this topic, you will learn how to create a new invoice with a Bill Type of BND for tracking the necessary Bond Forfeiture information.

Step	Action
1.	Navigate to the <b>Standard Billing</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window http

### Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

**Search Criteria**

Business Unit: = [ ] [ ]

Invoice: begins with [ ] [ ]

Bill Status: = [ ] [ ]

Customer: begins with [ ] [ ]

Contract: begins with [ ] [ ]

Bills in Business Unit: = [ ] [ ]

Template Invoice Flag: = [ ] [ ]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	<p>The <b>Bill Entry</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab.</p> <p><b>Add a New Value</b></p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window http

### Bill Entry

Find an Existing Value | **Add a New Value**

Business Unit: [ ] [ ]

Invoice: NEXT [ ] [ ]

Bill Type Identifier: [ ] [ ]

Bill Source: [ ] [ ]


Customer: [ ] [ ]

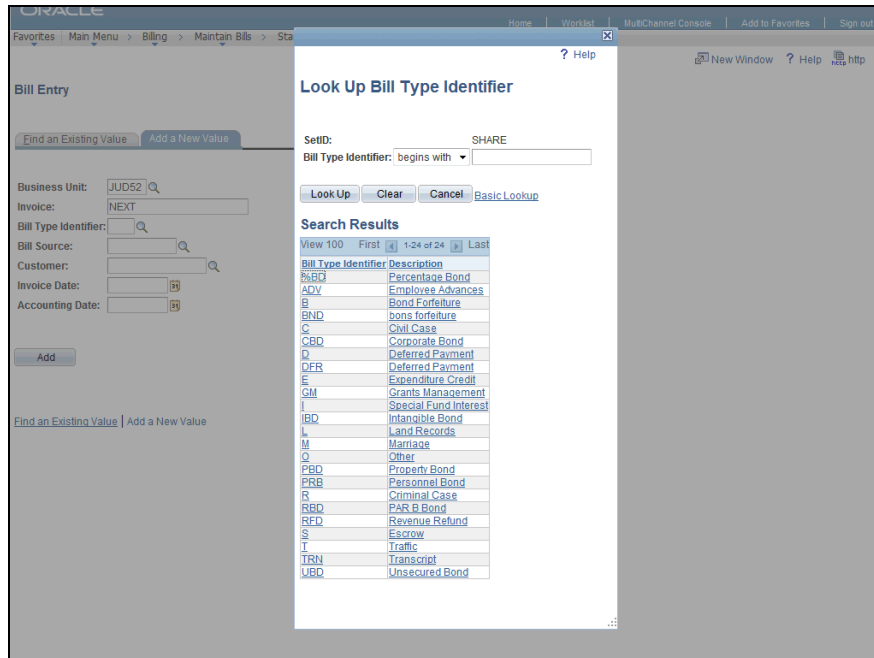
Invoice Date: [ ] [ ]

Accounting Date: [ ] [ ]

Add





Find an Existing Value | Add a New Value

Step	Action
7.	The <b>Add a New Value</b> tab displays.  Enter the desired information into the <b>Business Unit</b> field. Enter " <b>JUD52</b> ".
8.	Click the <b>Look up Bill Type Identifier</b> button. 



The screenshot shows the 'Look Up Bill Type Identifier' window in the Oracle AR230 application. The window has a 'SetID' field set to 'SHARE' and a 'Bill Type Identifier' field with a dropdown menu. Below these are 'Look Up', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. The 'Search Results' section displays a table with the following data:

Bill Type Identifier	Description
BND	Bond Forfeiture
ADV	Employee Advances
B	Bond Forfeiture
BND	Bond Forfeiture
C	Civil Case
CBD	Corporate Bond
D	Deferred Payment
DFR	Deferred Payment
E	Expenditure Credit
GM	Grants Management
I	Special Fund Interest
IBD	Intangible Bond
L	Land Records
M	Marriage
O	Other
PBD	Property Bond
PRR	Personnel Bond
R	Criminal Case
RBD	PAR B Bond
RFQ	Revenue Refund
S	Escrow
T	Traffic
TRN	Transcript
UBD	Unsecured Bond

Step	Action
9.	The <b>Look Up Bill Type Identifier</b> window displays.  Click the <b>BND</b> link. 
10.	Click the <b>Look up Bill Source</b> button. 
11.	Click the <b>ONLINE</b> link. 
12.	Click the <b>Look up Customer</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Oracle

Home | Worklist | Multi-channel Console | Add to Favorites | Sign out

Look Up Customer

SetID: SHARE

Customer ID: begins with

City: begins with


Name 1: begins with

Look Up Clear Cancel Basic Lookup

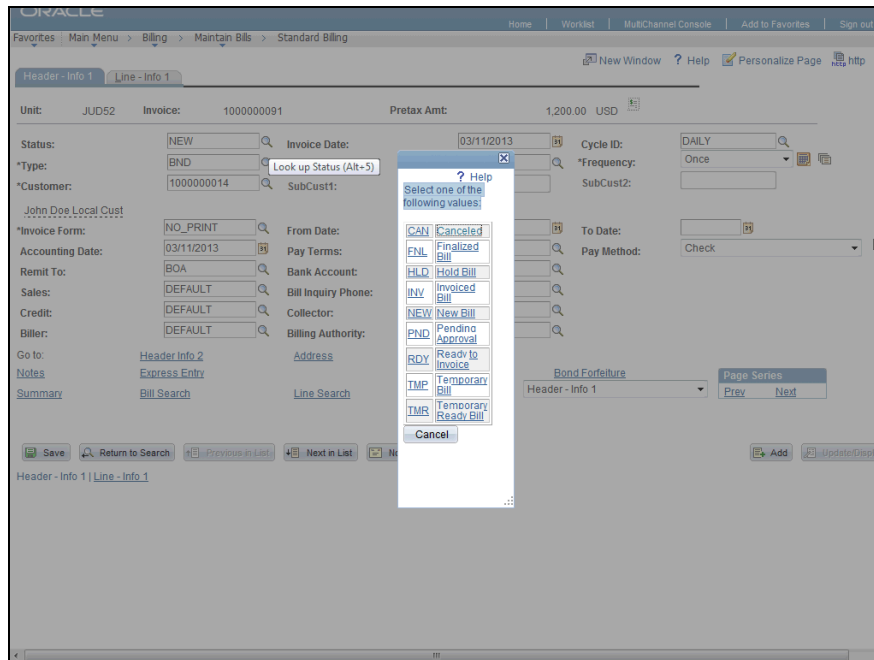
Search Results

View 100 First 1-76 of 76 Last

Customer ID	City	Name 1
1000000001	Annapolis	Anne Arundel Office Management
1000000002	Annapolis	test customer 333
1000000003	Annapolis	OTC222_TestCust1_DR
1000000004	Annapolis	OTC222_TestCust2_DR
1000000005	Annapolis	Michelle Gunter
1000000006	Annapolis	OTC222_TestCust1
1000000007	Annapolis	OTC232_CUST2
1000000008	Annapolis	DEFERRED PAYMENT CUSTOMER
1000000009	ANNAPOLIS	DEFERRED TWO
1000000010	Annapolis	Local Customer- escrow 111
1000000011	Lutherville	Escrow local 222
1000000012	Annapolis	Burt Remolds
1000000013	Annapolis	Escrow Customer 1
1000000014	Annapolis	John Doe Local Cust
1000000015	Annapolis	Corporate Surety Customer 1
1000000022	Baltimore	Jane Doe
CA-TEST	ANNAPOLIS	TEST CA FFEDT
GM-0000001	Reston	State Justice Institute
GM-0000002	Glen Burnie	Manland Highway Safety Office
GM-0000003	Baltimore	STOP Violence Against Women
GM-0000004	Baltimore	Edward J. Byrne Justice Assist Grant Form
GM-0000005	Washington	Office on Violence Against Women
GM-0000006	Washington	Bureau of Justice Assistance
GM-0000007	Baltimore	Child Support Enforcement Administration

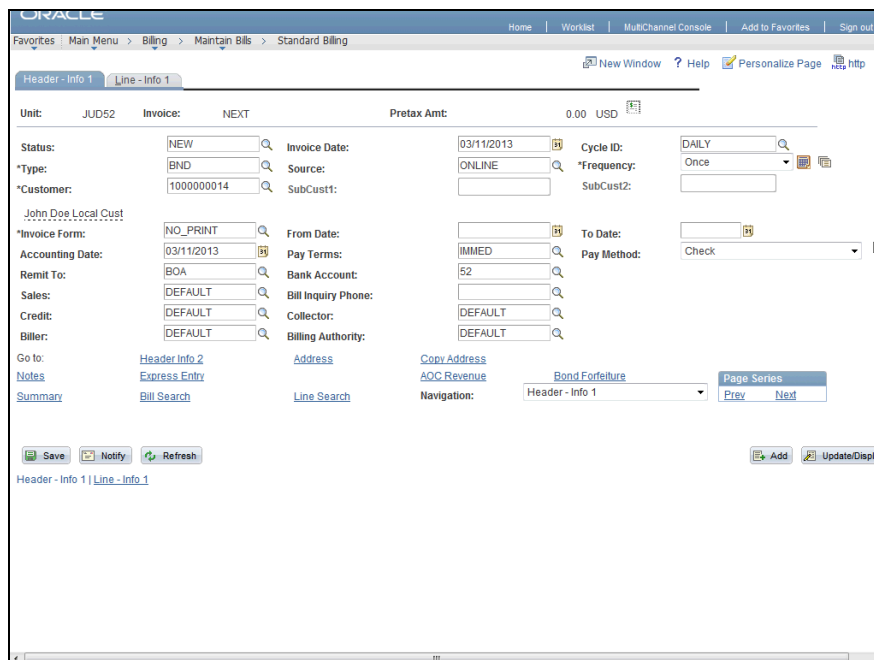
Step	Action
13.	<p>The <b>Look Up Customer</b> window displays.</p> <p>Click the <b>John Doe Local Cust</b> link, or the Local Customer of your choice.</p> <p><b>John Doe Local Cust</b></p>
14.	Enter the desired information into the <b>Invoice Date</b> field. Enter " <b>t</b> ".
15.	Enter the desired information into the <b>Accounting Date</b> field. Enter " <b>t</b> ".
16.	<p>Click the <b>Add</b> button.</p> <p><b>Add</b></p>
17.	<p>The <b>Standard Billing - Header - Info 1</b> page displays.</p> <p>Click the <b>Look up Status</b> button.</p> <p></p>





The screenshot shows the ORACLE AR230 interface for managing customer billing. A dropdown menu is open, displaying a list of bill statuses. The 'HLD' (Hold Bill) option is highlighted. The background interface includes fields for Unit (JUD52), Invoice (1000000091), Pretax Amt (1,200.00 USD), and various other billing parameters like Status, Type, Customer, and Invoice Date.

Step	Action
18.	Click the <b>HLD</b> link. <b>HLD</b>

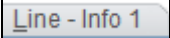


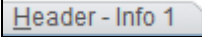

The screenshot shows the ORACLE AR230 interface after clicking the 'HLD' link. The bill status is now 'HLD' (Hold Bill). The interface displays various fields for billing information, including Unit (JUD52), Invoice (NEXT), Pretax Amt (0.00 USD), and a list of bill statuses. The 'HLD' option is selected in the dropdown menu.

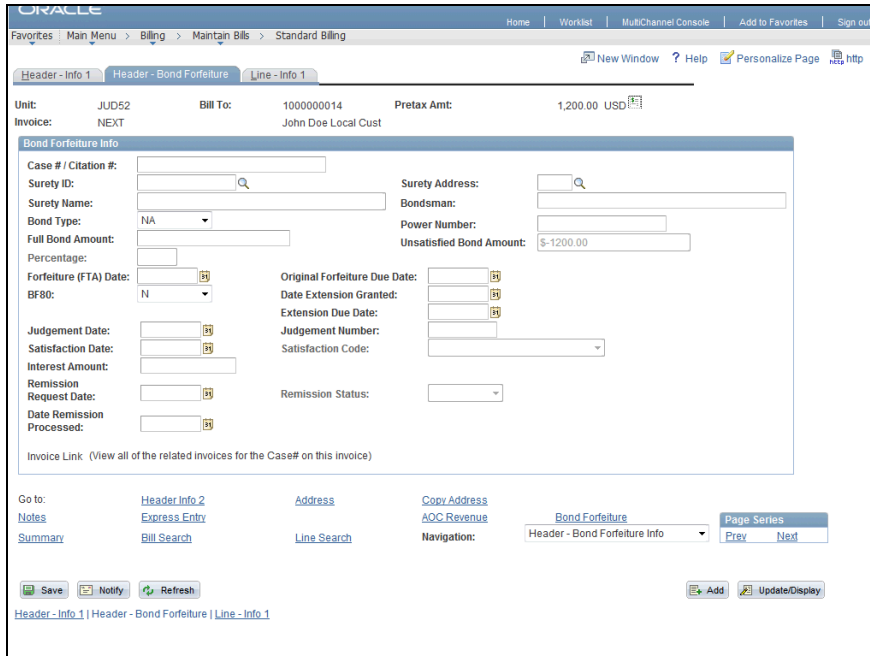
# Training Guide


## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
19.	Click the <b>Line - Info 1</b> tab. 

Step	Action
20.	The <b>Line - Info 1</b> tab displays. Enter the desired information into the <b>Description</b> field. Enter " <b>Bond Forfeiture</b> ".
21.	Enter the desired information into the <b>Gross Extended</b> field. Enter " <b>1200</b> ".
22.	Click the <b>Header - Info 1</b> tab. 
23.	Click the <b>Bond Forfeiture</b> link. 



Step	Action
24.	<p>The <b>Header - Bond Forfeiture</b> page displays.</p> <p>Enter the desired information into the <b>Case # / Citation #</b> field. Enter "<b>4555</b>" or the case number you desire.</p>
25.	<p>Click the <b>Look up Surety ID</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



**Look Up Surety ID**

SetID: SHARE

Sold To Customer: begins with


Name 1: begins with

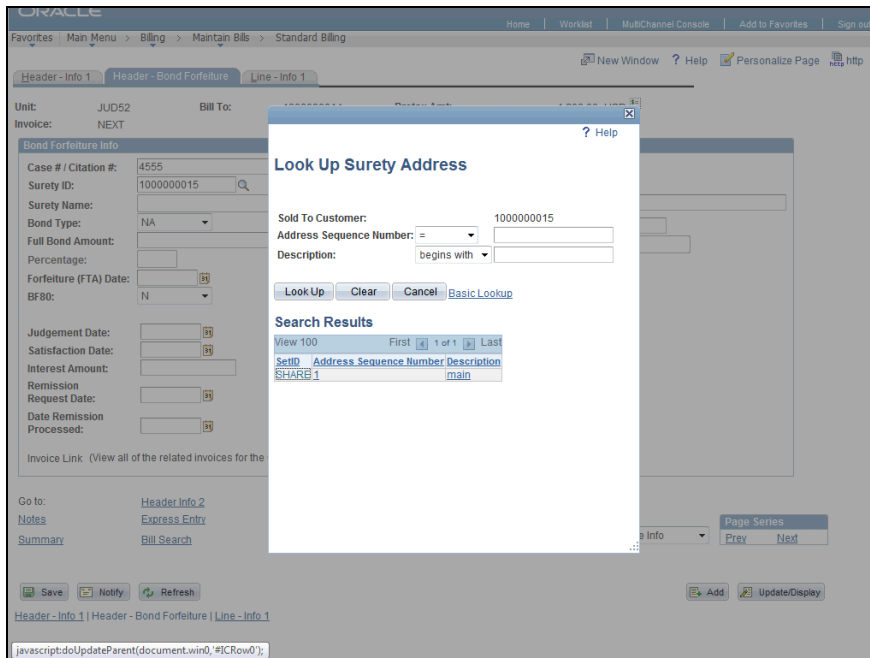
Buttons: Look Up, Clear, Cancel, Basic Lookup

**Search Results**

View 100 First 1-72 of 72 Last

Sold To Customer Name 1
1000000001 Anne Arundel Office Management
1000000002 test customer 333
1000000003 OTC222 TestCust1_DR
1000000004 OTC222 TestCust2_DR
1000000005 Michelle Gunter
1000000006 OTC232 TestCust1
1000000007 OTC232 CUST2
1000000009 DEFERRED TWO
1000000010 Local Customer- eacrow 111
1000000012 Burt Remolds
1000000014 John Doe Local Cust
1000000015 Corporate Surety Customer 1
1000000022 Jane Doe
CA-TEST TEST CA EFFDT
GM-00000001 State Justice Institute
GM-00000002 Maryland Highway Safety Office
GM-00000003 STOP Violence Against Women
GM-00000004 Edward J. Byrne Justice Assist Grant Pom
GM-00000005 Office on Violence Against Women
GM-00000006 Bureau of Justice Assistance
GM-00000007 Child Support Enforcement Administration
GM-00000008 Child Support Enforcement Administration
GM-00000009 ACF/Children's Bureau-Region III
JUD01 Allegany County Circuit Court
JUD02 Anne Arundel County Circuit Court

Step	Action
26.	<p>The <b>Look Up Surety ID</b> window displays.</p> <p>Click the <b>Corporate Surety Customer 1</b> link.</p> <p><u>Corporate Surety Customer 1</u></p>
27.	<p>Click the <b>Look up Surety Address</b> button.</p> <p></p>



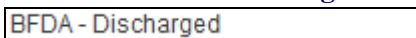

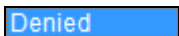
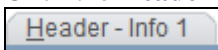
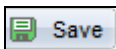


Step	Action
28.	The <b>Look Up Surety Address</b> window displays.  Click the <b>1</b> link. <b>1</b>
29.	Enter the desired information into the <b>Bondsman</b> field. Enter " <b>John Brown</b> " or any name.
30.	Click the <b>Bond Type</b> list. <b>NA</b>
31.	Click the <b>Corporate</b> list item. <b>Corporate</b>
32.	Enter the desired information into the <b>Power Number</b> field. Enter " <b>PW77</b> ".
33.	Enter the desired information into the <b>Full Bond Amount</b> field. Enter " <b>1200.00</b> ".
34.	Enter the desired information into the <b>Forfeiture (FTA) Date</b> field. Enter " <b>t</b> ".  <b>Note:</b> the Original Forfeiture Due Date will be auto completed when a date is entered.
35.	Click the <b>BF80</b> list. <b>N</b>

## Training Guide

### AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
36.	Click the <b>Y</b> list item.  <b>Note:</b> The Extension Due Date will be auto completed when "Y" is selected. 
37.	Enter the desired information into the <b>Date Extension Granted</b> field. Enter " <b>03122012</b> ".
38.	Enter the desired information into the <b>Judgement Date</b> field. Enter " <b>04012013</b> ".
39.	Enter the desired information into the <b>Judgement Number</b> field. Enter " <b>JDG11</b> ".
40.	Enter the desired information into the <b>Satisfaction Date</b> field. Enter " <b>05152013</b> ".
41.	Click the <b>Satisfaction Code</b> list. 
42.	Click the <b>BFDA - Discharged</b> list item. 
43.	Enter the desired information into the <b>Interest Amount</b> field. Enter " <b>25.00</b> ".
44.	Enter the desired information into the <b>Remission Request Date</b> field. Enter " <b>03152013</b> ".
45.	Click the <b>Remission Status</b> list. 
46.	Click the <b>Denied</b> list item. 
47.	Enter the desired information into the <b>Date Remission Processed</b> field. Enter " <b>06252013</b> ".
48.	Click the <b>Header - Info 1</b> tab. 
49.	Click the <b>Save</b> button. 
50.	You have successfully completed the <i>Creating an Invoice with a Status of Hold</i> topic.  You have learned how to: - create an invoice with a hold status <b>End of Procedure.</b>

### 6.3 Processing a Partial Payment





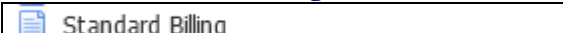
This topic walks through the steps to record a partial payment, which is performed by adding a new line on the invoice.

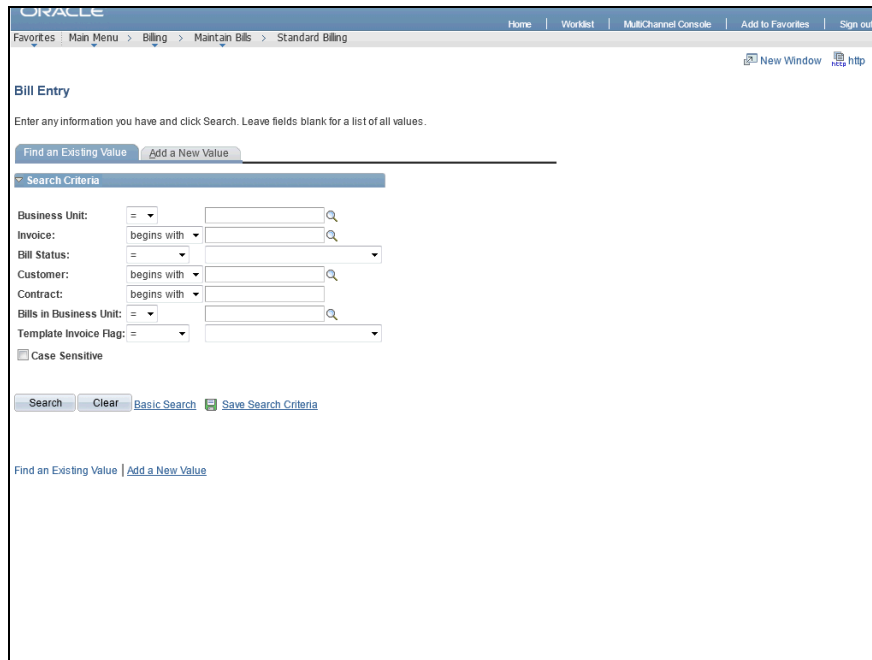
After completing this topic, you will be able to:

- save an invoice with the addition of a new line to record a partial payment.

### Procedure

In this topic, you will learn how to process a partial payment.

Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the up and down arrows to <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 






The screenshot shows the Oracle AR230 Standard Billing page. The breadcrumb trail at the top reads: Favorites | Main Menu > Billing > Maintain Bills > Standard Billing. The page title is "Bill Entry". Below the title, there is a search bar with the text "Enter any information you have and click Search. Leave fields blank for a list of all values." and two buttons: "Find an Existing Value" and "Add a New Value". Below the search bar is a "Search Criteria" section with several dropdown menus and text input fields for searching by Business Unit, Invoice, Bill Status, Customer, Contract, Bills in Business Unit, and Template Invoice Flag. There is also a checkbox for "Case Sensitive". At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

# Training Guide



## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
6.	The <b>Bill Entry</b> search page displays.  Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter " <b>JUD52.</b> "
7.	Click the <b>Search</b> button. 
8.	Select the invoice you created. For this example, click <b>Invoice 1000000050.</b> 

Step	Action
9.	The <b>Standard Billing - Header - Info 1</b> page displays.  Click the <b>Line - Info 1</b> tab. 



Step	Action
10.	<p>The <b>Line - Info 1</b> page displays.</p> <p>Click the <b>Add a new row at row 1</b> button.</p> 
11.	<p>Enter the date of the partial payment in the <b>Identifier</b> field. For this example, enter "<b>06/20/13.</b>"</p>
12.	<p>Enter the amount of the partial payment as a negative number in the <b>Gross Extended</b> field. For this example, enter "<b>-700.</b>"</p>
13.	<p>Enter a description to signify the partial payment in the <b>Description</b> field. For this example, enter "<b>Partial Payment.</b>"</p>
14.	<p>Click the <b>Notes</b> link.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE  
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Personalize Page | help http

Header - Info 1 | Line - Info 1 | **Line - Note**

Unit: JUD52 Bill To: 1000000005 Pretax Amt: 800.00 USD  
Invoice: 1000000050 Michelle Gunter Max Rows: 5

Seq: 2 Line: 2 Net Extended: -700.00  
Identifier: 021613 TEST Description: Charge Code for INT test

Bill Line Note Find | View All First 1 of 1 Last

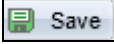
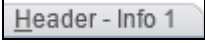

☐ Standard Note Flag Std Note:   
☐ Internal Only Flag Note Type:

Note Text:

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
Notes Express Entry Page Series  
Summary Bill Search Line Search Navigation: Line - Note Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note

Step	Action
15.	<p>The <b>Line - Note</b> tab displays.</p> <p>Enter any notes associated with the second bill line in the <b>Note Text</b> field. For this example, enter <b>6/20/2013</b>.</p>
16.	<p>Click the <b>Save</b> button.</p> 
17.	<p>Click the <b>Header - Info 1</b> tab.</p> 
18.	<p>Click the <b>Pro Forma</b> button.</p> 

<b>ORACLE</b>		PRO FORMA	
		Invoice No:	1000000050
		Invoice Date:	5/20/13
		Page:	1 of 1

<b>Please Remit To:</b> Bank of America United States	<b>Customer Number:</b> 1000000005 <b>Payment Terms:</b> Net 90 <b>Due Date:</b> 8/18/13
---	--

<b>Bill To:</b> Michelle Gunter 123 Anystreet Annapolis MD 21401 United States	<b>AMOUNT DUE:</b> <b>800 USD</b>
--	-----------------------------------

---

**Amount Remitted**

For billing questions, please call

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	021613 TEST	Charge Code for INT test	1.00	EA	1,500.00	1,500.00
2	021613 TEST	Charge Code for INT test	1.00	EA	-700.00	-700.00
<b>Subtotal:</b>						800.00
<b>Amount Due:</b>						<b>800.00</b>

Step	Action
19.	The <b>Pro Forma</b> statement displays in a new window.  Review and then print the invoice if needed.
20.	You have successfully completed the <i>Process Partial Payment</i> topic.  You have learned to: - process a partial payment <b>End of Procedure.</b>

## 6.4 Processing a Full Payment

This topic walks through the steps to record a payment for the full remaining amount, which is performed by adding a new line to the invoice. The last step is to update the invoice with a Status of Canceled to preserve history and prevent processing, since it was entered for tracking purposes only.

After completing this topic, you will be able to:

- save an invoice with a new line to record full payment with an outstanding amount of \$0, and has a Status of Canceled.



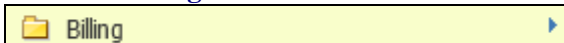
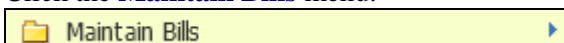

### Procedure

In this topic, you will learn to process a full payment.



# Training Guide

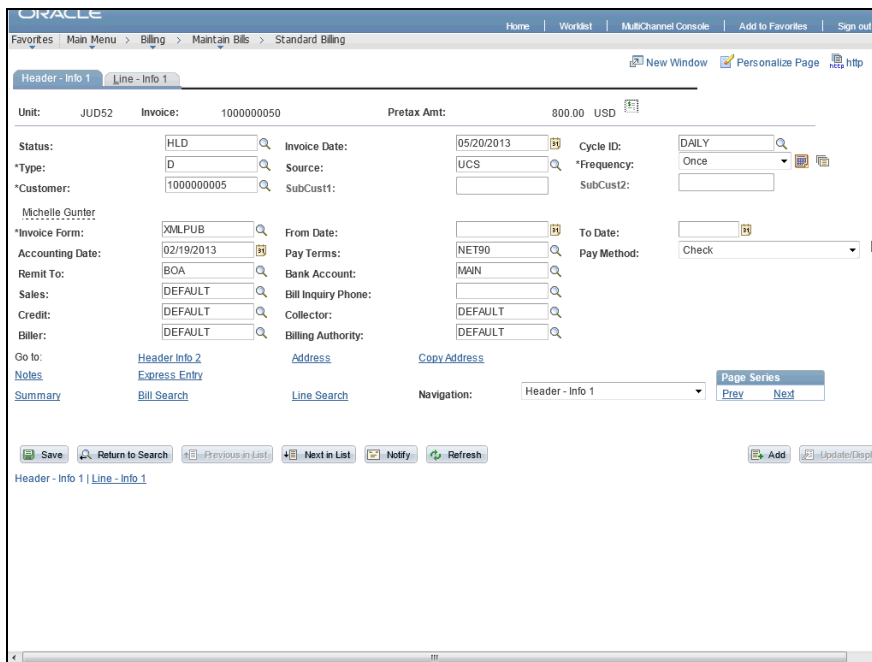
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court




Step	Action
1.	Begin by navigating to the <b>Standard Billing</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the up and down arrows to <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 

Step	Action
6.	The <b>Bill Entry</b> search page displays.  Enter your Business Unit in the <b>Business Unit</b> field. For this example, enter " <b>JUD52.</b> "

Step	Action
7.	Click the <b>Search</b> button. 
8.	Select the invoice you created. For this example, enter <b>Invoice 1000000050</b> . 



Step	Action
9.	The <b>Standard Billing - Header - Info 1</b> page displays.  Click the <b>Line - Info 1</b> tab. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Oracle  
Favorites | Main Menu | Billing | Maintain Bills | Standard Billing | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Header - Info 1 | Line - Info 1

Unit: JUD52 | Invoice: 1000000050 | Bill To: 1000000005 Michelle Gunter | Pretax Amt: 800.00 USD | Max Rows: 5

Identifier Look Up Date: 05/20/2013

Seq: 1 | Line: 1 | Identifier: 021613 TEST | Net Extended: 1,500.00 | Description: Charge Code for INT test

Quantity: 1.0000 | Unit of Measure: EA | Unit Price: 1,500.0000 | Gross Extended: 1,500.00

Less Discount: 0.00 | Plus Surcharge: 0.00

Net Extended: 1,500.00 | VAT Amount: 0.00 | Tax Amount: 0.00

Net Plus Tax: 1,500.00



From Date: | To Date: | Line Type: REV | Tax Code: | Exempt Cert: |

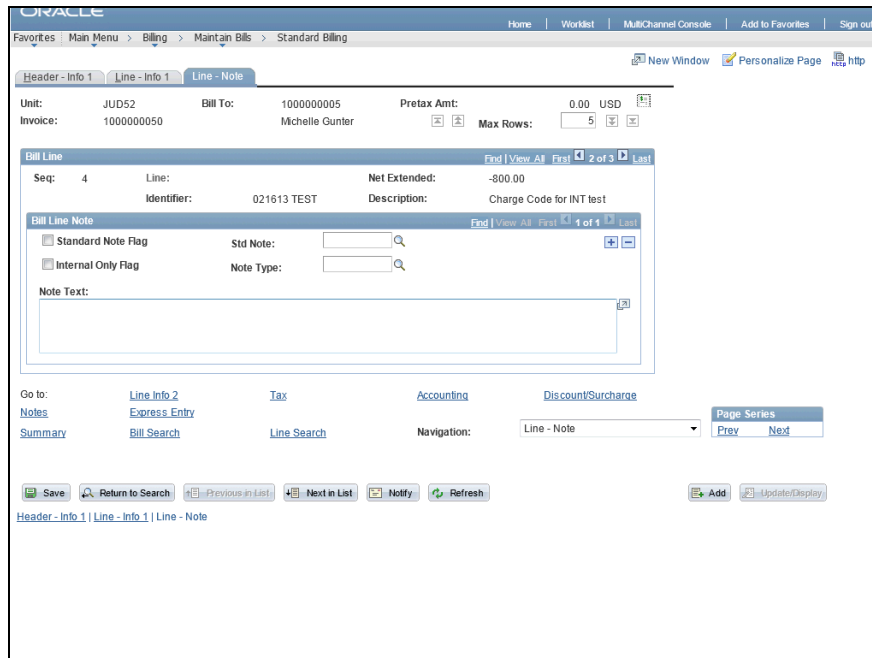
Go to: Line Info 2 | Tax | Accounting | Discount/Surcharge | Notes | Express Entry | Summary | Bill Search | Line Search | Navigation: Line - Info 1 | Page Series: Prev Next

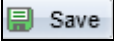
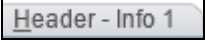


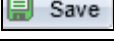
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Header - Info 1 | Line - Info 1

javascript:submitAction\_win0(document.win0,'\$CField64\$nev\$05\$50')

Step	Action
10.	The <b>Line - Info 1</b> tab displays.  Click the <b>Add a new row at row 1</b> button. 
11.	Enter a description for the full payment in the <b>Description</b> field. For this example, enter " <b>Full Payment.</b> "
12.	Enter the date of the full payment in the <b>Identifier</b> field. For this example, enter " <b>021613 TEST</b> ".
13.	Enter the amount remaining on the invoice in the <b>Gross Extended</b> field. For this example, enter " <b>-800.</b> "
14.	Click the <b>Notes</b> link. 



Step	Action
15.	<p>The <b>Line - Note</b> tab displays.</p> <p>Enter notes associated with line 3 in the <b>Note Text</b> field. For this example, enter <b>"7/20/13"</b>.</p>
16.	<p>Click the <b>Save</b> button.</p> 
17.	<p>Click the <b>Header - Info 1</b> tab.</p> 
18.	<p>Click the <b>Look up Status</b> button.</p> 
19.	<p>Click the <b>Canceled</b> link.</p> 
20.	<p>Click the <b>Save</b> button.</p> 
21.	<p>You have successfully completed the <i>Process Full Payment</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- process full payment</li> </ul> <p><b>End of Procedure.</b></p>

## Training Guide

### AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



#### 6.5 Creating a New Bill via Copy a Single Bill

Situations may occur when you need to enter a bill that is very similar to an existing bill. You can choose to copy the existing bill and update this bill as necessary. Copying bills can save data entry time and minimize the potential for errors.

You can copy any bill regardless of its status. When you copy a bill, all bill information including discounts, surcharges, notes, and accounting distribution is copied from the original bill. The only information that does not copy from the original bill is the bill status, the invoice date, and the invoice number.

When you copy a bill, the new bill is created with a status of New and no invoice date. The current system date is specified as the date on which the bill was created. After a bill has been copied, you can edit any field.



In this topic, you will copy an existing bill and modify it.

After completing this topic, you will be familiar with:

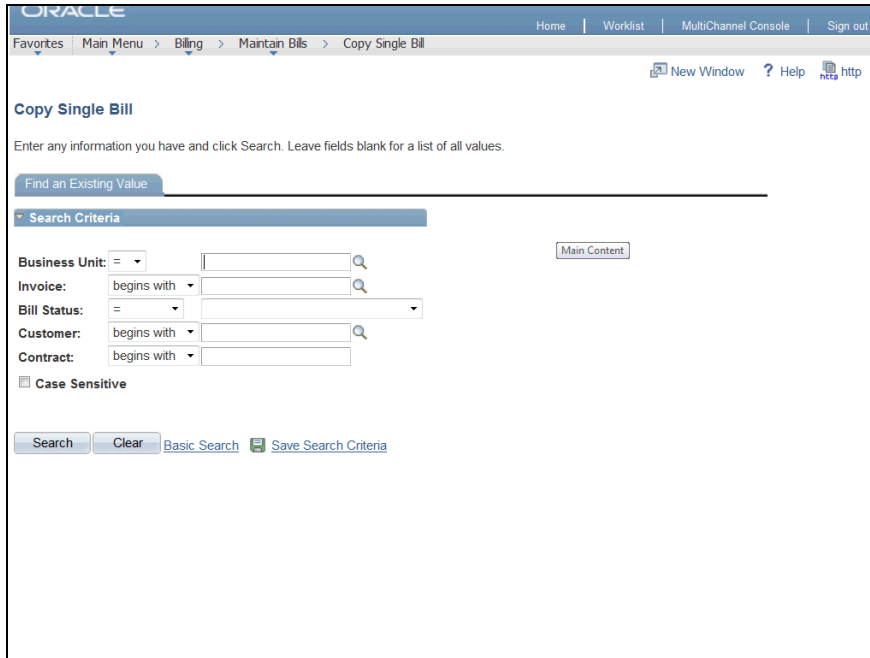
- the copying a single bill process

#### Procedure

In this topic, you will create a new bill by copying an existing bill.

Step	Action
1.	Navigate to the <b>Copy Single Bill</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu Sort</b> button. 
3.	Click the <b>Billing</b> menu.
4.	Click the <b>Maintain Bills</b> menu.
5.	Click the <b>Copy Single Bill</b> menu.





ORACLE

Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Copy Single Bill

New Window ? Help http

### Copy Single Bill

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = [ ] [Main Content]

Invoice: begins with [ ]

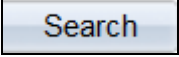

Bill Status: = [ ]

Customer: begins with [ ]

Contract: begins with [ ]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
6.	<p>The <b>Copy Single Bill</b> search page displays.</p> <p>Enter the desired information into the <b>Business Unit</b> field. Enter "<b>Jud52</b>".</p>
7.	<p>Click the <b>Search</b> button.</p> <p></p>
8.	<p>Select the Invoice you would like to copy from.</p> <p>Click the <b>Hold</b> link.</p> <p></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Copy Single Bill

New Window ? Help Personalize Page http


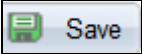

### Copy Single Bill

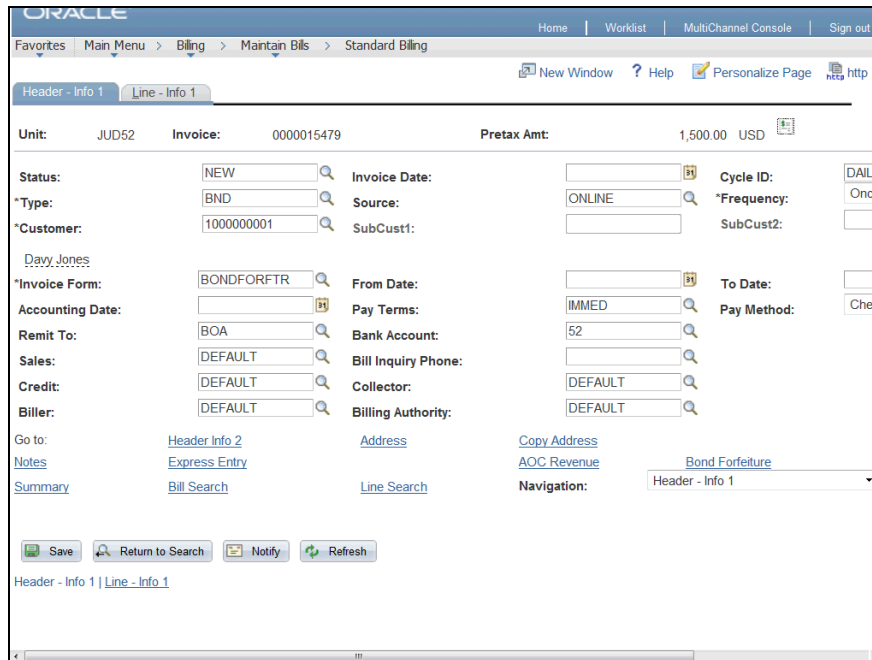
Unit: JUD52 Bill To: 1000000001 Davy Jones  
 Invoice: 0000015478 Pretax Amt: 1,500.00 USD

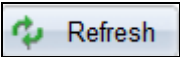
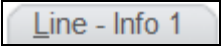
**Select Bill Action**  
☒ No Bill Action  
☐ Copy Bill

**Copy Results**  
 \*Copy Bill:

Save Return to Search Previous in List Next in List Notify

Step	Action
9.	<p>The <b>Copy Single Bill</b> page displays.</p> <p>Click the <b>Copy Bill</b> option.</p> 
10.	<p>Click the <b>Save</b> button.</p> 
11.	<p><b>Note:</b> A new invoice number is created at this time and a new link is available to navigate to the new bill.</p> <p>Click the <b>Go To Bill Header - Gen. Info</b> link.</p> 



Step	Action
12.	The <b>Header - Info 1</b> page displays.  Enter the desired information into the <b>Invoice Date</b> field. Enter "t".
13.	Enter the desired information into the <b>Accounting Date</b> field. Enter "t".
14.	Click the <b>Refresh</b> button. 
15.	Click the <b>Line - Info 1</b> tab. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

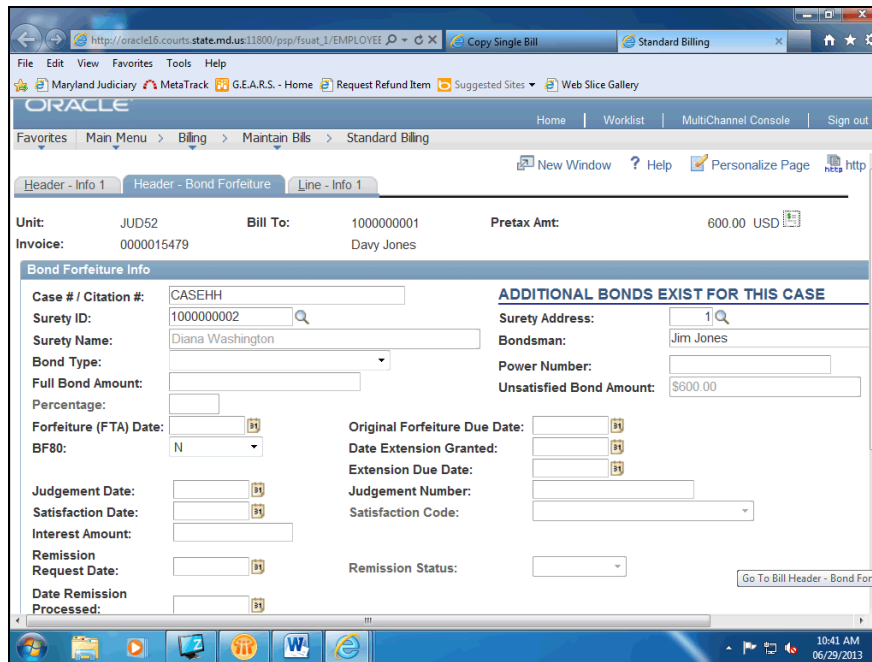


Oracle Standard Billing interface showing Bill Line details. The interface includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', and 'Sign out'. The main content area displays 'Bill Line' information for Unit JUD52, Invoice 0000015479, and Bill To 1000000001 (Davy Jones). The 'Gross Extended' field is highlighted with a value of 600.00. The 'Net Extended' field is also 600.00. The 'Unit Price' is 600.00000. The 'Line Type' is REV, and the 'Tax Code' is empty. The 'Exempt Cert' is empty. The 'Identifier Look Up Date' is 06/29/2013. The 'Quantity' is 1.0000. The 'Unit of Measure' is empty. The 'From Date' and 'To Date' are empty. The 'Line Type' is REV, and the 'Tax Code' is empty. The 'Exempt Cert' is empty. The 'Net Extended' is 600.00. The 'VAT Amount' is 0.00. The 'Tax Amount' is 0.00. The 'Description' is 'Full Bond amou'.

Step	Action
16.	<p>The Line - Info 1 tab displays.</p> <p>Enter the amount for the new invoice in the <b>Gross Extended</b> field. Enter <b>"-600"</b></p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">600.00</div>

Oracle Standard Billing interface showing Header - Info 1 details. The interface includes a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', and 'Sign out'. The main content area displays 'Header - Info 1' information for Unit JUD52, Invoice 0000015479, and Pretax Amt 600.00 USD. The 'Status' is NEW, 'Invoice Date' is 06/29/2013, and 'Cycle ID' is DAI. The 'Type' is BND, 'Source' is ONLINE, and 'Frequency' is On. The 'Customer' is 1000000001, 'SubCust1' is empty, and 'SubCust2' is empty. The 'Invoice Form' is BONDFORFTR, 'From Date' is empty, and 'To Date' is empty. The 'Accounting Date' is 06/29/2013, 'Pay Terms' is IMMED, and 'Pay Method' is Ch. The 'Remit To' is BOA, 'Bank Account' is 52, and 'Pay Method' is Ch. The 'Sales' is DEFAULT, 'Bill Inquiry Phone' is empty, and 'Pay Method' is Ch. The 'Credit' is DEFAULT, 'Collector' is DEFAULT, and 'Pay Method' is Ch. The 'Biller' is DEFAULT, 'Billing Authority' is DEFAULT, and 'Pay Method' is Ch. The 'Navigation' bar includes links for 'Header Info 2', 'Express Entry', 'Bill Search', 'Line Search', 'Copy Address', 'AOC Revenue', 'Bond Forfeiture', and 'Header - Info 1'.

Step	Action
17.	Click the <b>Bond Forfeiture</b> link. <a href="#">Bond Forfeiture</a>



The screenshot shows the Oracle G.E.A.R.S. Standard Billing interface. The 'Header - Bond Forfeiture' tab is selected. The form displays various fields for bond information, including Case #/Citation #, Surety ID, Surety Name, Bond Type, Full Bond Amount, Percentage, Forfeiture (FTA) Date, BF80, Judgement Date, Satisfaction Date, Interest Amount, Remission Request Date, Date Remission Processed, Pretax Amt, Invoice, Bill To, Bondsman, Power Number, Unsatisfied Bond Amount, Original Forfeiture Due Date, Date Extension Granted, Extension Due Date, Judgement Number, and Satisfaction Code. A warning message 'ADDITIONAL BONDS EXIST FOR THIS CASE' is displayed at the top right of the form area.

Step	Action
18.	The <b>Header - Bond Forfeiture</b> tab displays.  Click the <b>Bond Type</b> list. <div style="border: 1px solid black; height: 20px; width: 300px; margin-top: 5px;"></div>
19.	Click the <b>Corporate Bond</b> list item. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><b>Corporate Bond</b></div>
20.	Enter the desired information into the <b>Full Bond Amount</b> field. Enter " <b>600.00</b> ".
21.	<b>Note:</b> There is a note at the top of the page 'Additional Bonds Exist for this Case'. This will appear when the same case number and more than 1 Bond Forfeiture Bill exists. To access the list of Bond Forfeiture bills click the <b>Invoice Link</b> link. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><a href="#">Invoice Link</a></div>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



http://oracle16.courts.state.md.us:11800/psc/fsuat\_2/EMPLO Copy Single Bill Standard Billing state.md.us

File Edit View Favorites Tools Help

Maryland Judiciary MetaTrack G.E.A.R.S. - Home Request Refund Item Suggested Sites Web Slice Gallery


**AOC\_INVOICE\_LINK\_LIST- All related invcs on CaseNum**

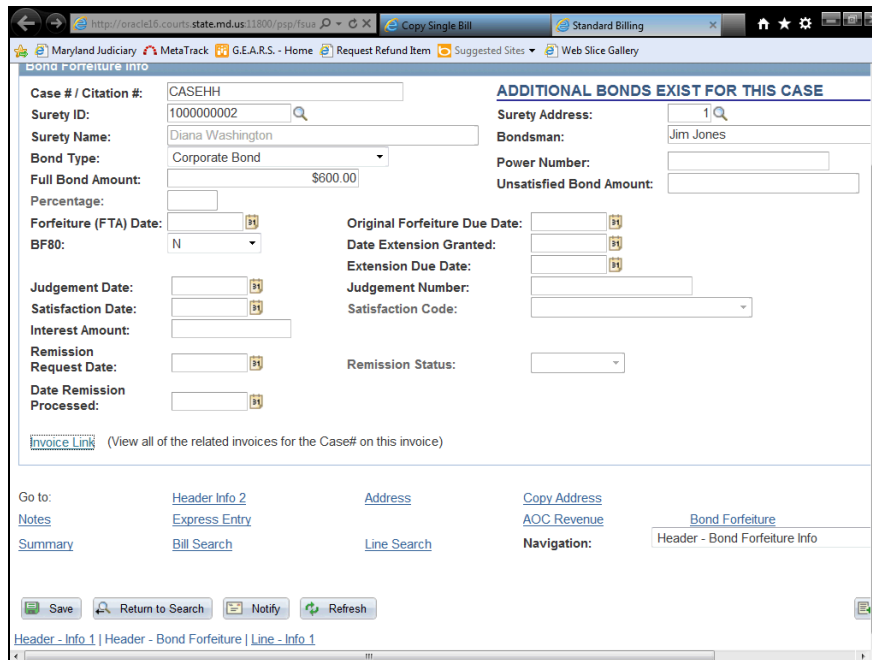
Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

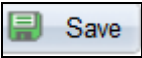

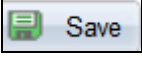
View All First 1,2 of 2 Last

	Unit	Invoice	Bill To	Status	Inv Amt
1	JUD52	0000015478	1000000001	HLD	1500.000
2	JUD52	0000015479	1000000001	NEW	600.000

10:42 AM 06/29/2013

Step	Action
22.	<p>The results display in a new window.</p> <p>All invoices regardless of their header status will appear in this query if the same case number is present.</p> <p>Once you have downloaded or viewed your results, click the <b>Close Tab</b> button.</p> 



Step	Action
23.	Click the <b>Save</b> button. 
24.	Change the Status from New to Hold using the lookup icon.  Click the <b>HLD</b> link. 
25.	Click the <b>Save</b> button. 
26.	You have successfully completed the <i>Creating a New Bill via Copy a Single Bill</i> topic.  You have learned how to: - create a new bill via copying an existing one <b>End of Procedure.</b>

## Lesson 7: Processing Bad Checks (Case Related)

### Lesson Overview

This lesson details the processing instructions taken when a Bad Check is received. This process is written for those courts that are using RCS and the GEARS BUS process.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



The steps in this process will reverse the original bill which was processed through the BUS. Therefore, the revenue will be reversed, and then you will need setup a new bill for the local customer and place it on hold to track for tracking purposes.

### Lesson Objectives

After completing this lesson, you will be able to:

- Locate a bill through the use of Query Viewer
- Create a new Local Customer
- Credit the original invoice
- Create a new invoice for the defendant

### 7.1 Identifying the Original Bill






If the original bill or invoice is not known, then the research can be done with a query. If you have the Case or Receipt Number, there are two queries to identify an invoice via a Case Number or a Receipt Number. The query will provide you with the associated Invoice Number so you can credit it. In this topic, you will run the Identify Original Bill process.

After completing this topic, you will be able to:

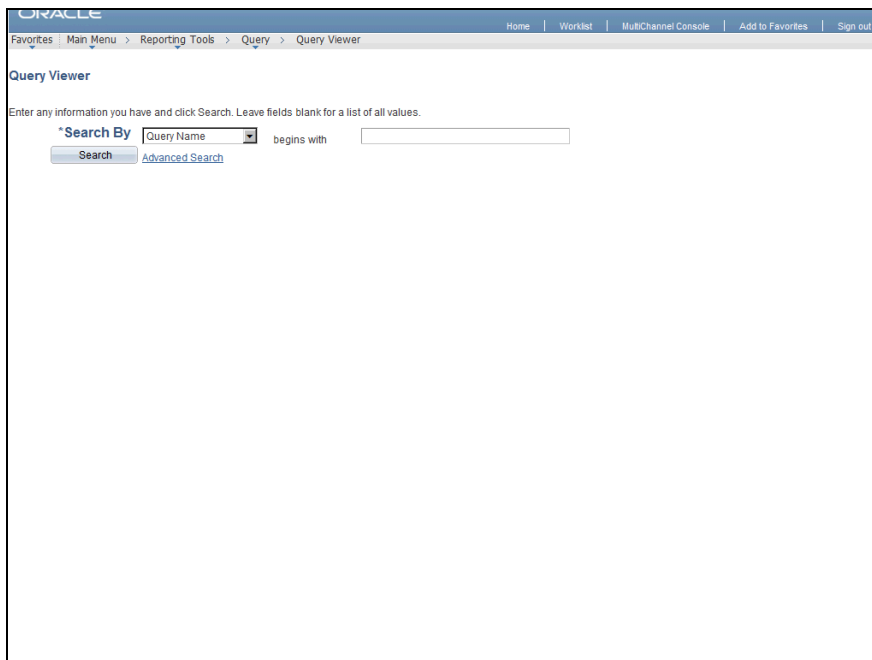
- Run the required query by entering the Case number or Receipt number

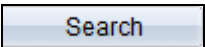
### Procedure

In this topic, you will run the Identify Original Bill process.

Step	Action
1.	Navigate to the <b>Query Viewer</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu Sort</b> button twice. 
3.	Click the <b>Reporting Tools</b> menu. 
4.	Click the <b>Query</b> menu. 
5.	Click the <b>Query Viewer</b> menu. 





Step	Action
6.	<p>The <b>Query Viewer</b> page displays.</p> <p>Enter the desired information into the <b>Search By Required</b> field. Enter <b>"AOC_BAD_Check"</b>.</p>
7.	<p>Click the <b>Search</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



**GEARS**

General Enterprise And Resource Support

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
AOC_BAD_CHECK	Bad Checks by Case# or Ticket	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

[Run to HTML](#)

javascript:submitAction\_win0(document.win0,"QRYRUN\$0");

Step	Action
8.	Click the <a href="#">HTML</a> link to view query results online. The data can also be viewed in Excel. <a href="#">HTML</a>

AOC\_BAD\_CHECK - Bad Checks by Case# or Ticket

Case No/Ticket No:

Unit	Invoice	Customer	Acctg Date	Case No.	Inv Amt	Invoice Date	Item ID	Unit	Deposit ID	Payment Amount	Payment ID
------	---------	----------	------------	----------	---------	--------------	---------	------	------------	----------------	------------

Step	Action
9.	Enter your Case or Ticket number, then click on View Results.

AOC_BAD_CHECK- Bad Checks by Case# or Ticket							
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)							
View All <span style="float: right;">First <a href="#">1-1 of 1</a> Last</span>							
	Unit	Invoice	Bill To	Acctg Date	Lading	Inv Amt	Date
1	JUD52	0000000014	JUD52	01/14/2013	1234456	350,000	01/14/2013

Step	Action
10.	WRITE DOWN or record the <b>Invoice Number</b> . You can also download the results using the options at the top of the page.
11.	<p>You have successfully completed the Identifying the Original Bill topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- run the Identify Original Bill report</li> </ul> <p><b>End of Procedure.</b></p>

## 7.2 Creating a Local Customer

This topic details the process of creating a Local Customer (Defendant).

In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer, if one does not already exist.

After completing this topic, you will learn how to:

- Create a new Local Customer

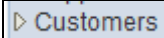


### Procedure

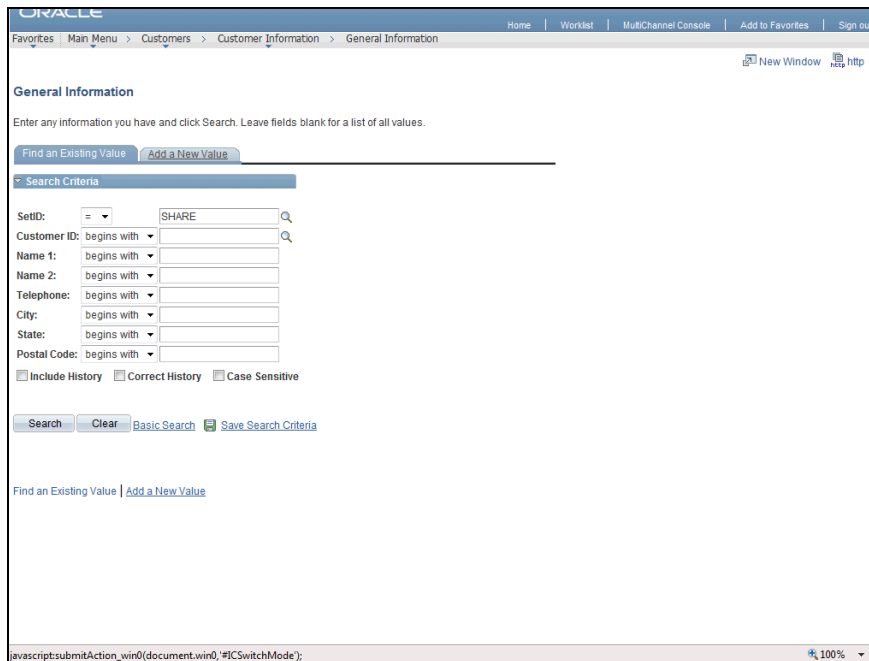
# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

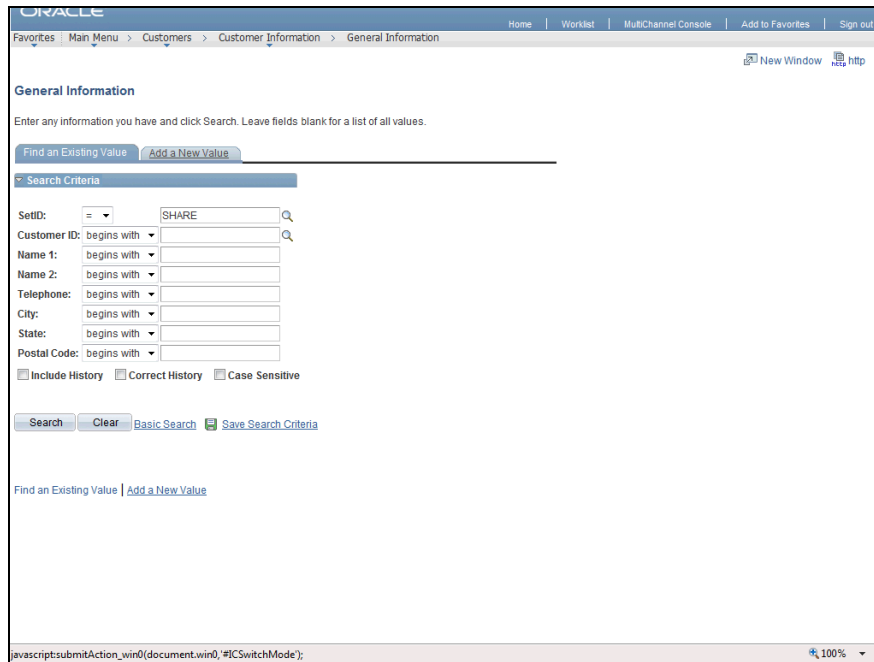


In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

Step	Action
1.	Begin by navigating to the <b>Customer Information - General Information</b> page.  Click the <b>Customers</b> link. 
2.	Click the <b>Customer Information</b> link. 
3.	Click the <b>General Information</b> link. 



Step	Action
4.	The <b>Customer Information - General Information</b> search page displays. Before you create a new customer, you can check to see if the customer already exists in the system.  Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field, then click the <b>Search</b> button.



ORACLE  
 Favorites | Main Menu > Customers > Customer Information > General Information  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 New Window http

**General Information**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

**Search Criteria**

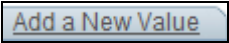
SetID: = SHARE  
 Customer ID: begins with  
 Name 1: begins with  
 Name 2: begins with  
 Telephone: begins with  
 City: begins with  
 State: begins with  
 Postal Code: begins with

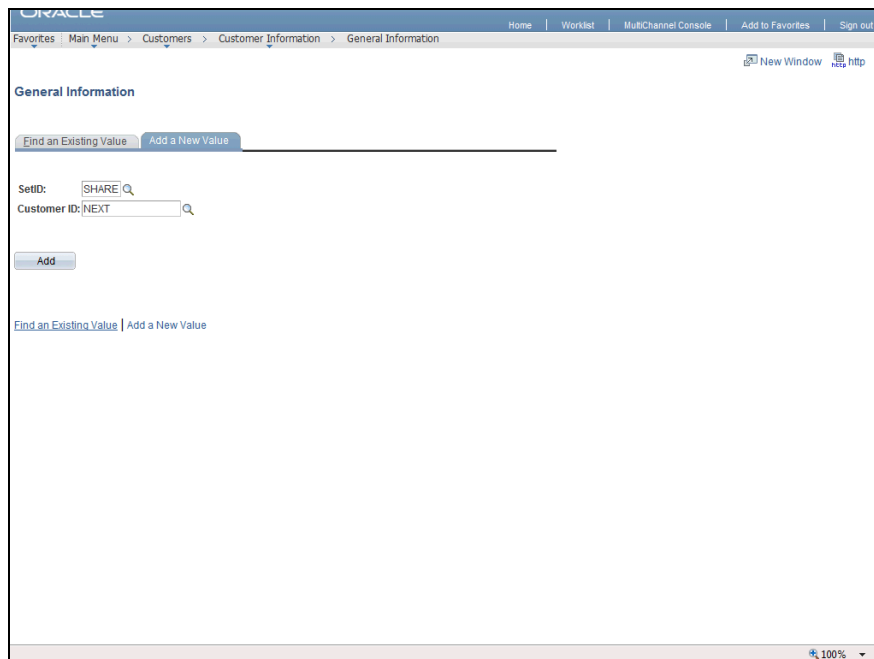
☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

javascript:submitAction\_win0(document.win0,'#ICSwitchMode'); 100%

Step	Action
5.	If the customer doesn't exist, click the <b>Add a New Value</b> tab. 



ORACLE  
 Favorites | Main Menu > Customers > Customer Information > General Information  
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out  
 New Window http

**General Information**

Find an Existing Value | **Add a New Value**

SetID: SHARE  
 Customer ID: NEXT

Add

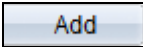
Find an Existing Value | Add a New Value


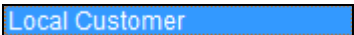
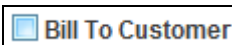
100%

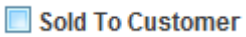
# Training Guide

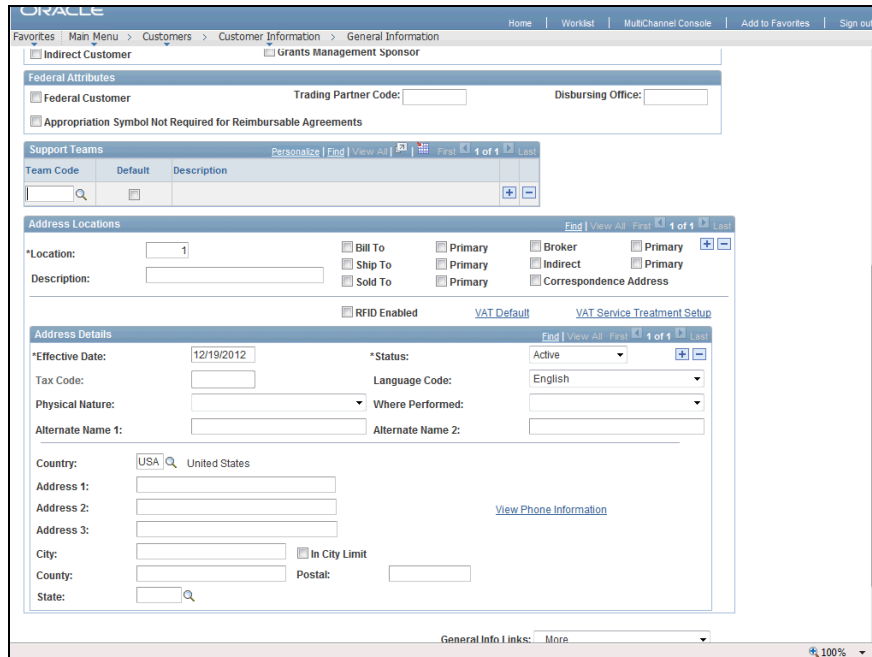
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court









Step	Action
6.	<p>The <b>General Information - Add New Value</b> search page displays.</p> <p>Click the <b>Add</b> button.</p> 

Step	Action
7.	<p>The <b>Customer Information - General Information</b> page displays.</p> <p>Enter the desired information into the <b>Name 1</b> field. Enter "<b>Anne Arundel Office Management</b>".</p>
8.	<p>Click the <b>Type</b> list.</p> 
9.	<p>For this example, we can create a Local Customer. Click the <b>Local Customer</b> list item.</p> 
10.	<p>Enter the desired information into the <b>Currency Code</b> field. Enter "<b>USD</b>".</p>
11.	<p>Enter the desired information into the <b>Rate Type</b> field. Enter "<b>CRRNT</b>".</p>
12.	<p>Click the <b>Bill To Customer</b> option.</p> 

Step	Action
13.	Click the <b>Sold To Customer</b> option. 
14.	Move the scrollbar downwards.



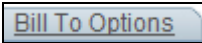
Step	Action
15.	Enter the desired information into the <b>Team Code</b> field. Enter " <b>SALES</b> ".
16.	Click the <b>Default</b> option. 
17.	Click the <b>Bill To</b> option in the <b>Address Locations</b> section. 
18.	Click the <b>Sold To</b> option. 
19.	Click the <b>Primary</b> option. 
20.	Click the <b>Primary</b> option. 
21.	Click the <b>Correspondence Address</b> option. 

# Training Guide

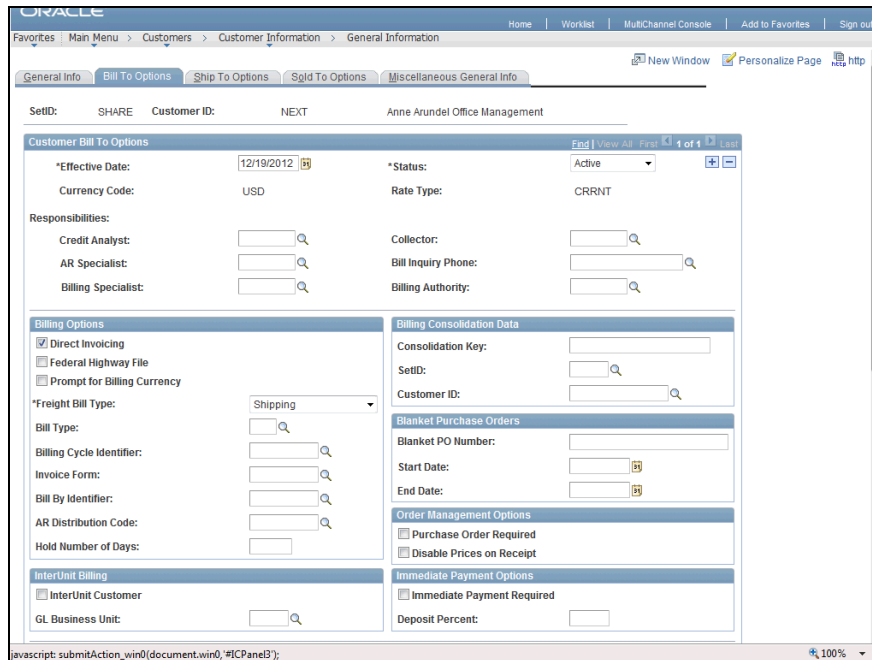
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

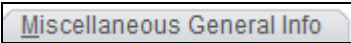


Step	Action
22.	Enter " <b>customer address on file</b> " into the <b>Address Locations Description</b> field.
23.	Enter the customer's address in the <b>Address 1</b> field, such as " <b>210 Holiday Court.</b> "
24.	Enter the desired information into the <b>City</b> field. Enter " <b>Annapolis.</b> ".
25.	Enter the desired information into the <b>State</b> field. Enter " <b>MD</b> ".
26.	Enter the desired information into the <b>Postal</b> field. Enter " <b>21401</b> ".
27.	Move the scrollbar upwards.

Step	Action
28.	Click the <b>Bill To Options</b> tab. 





Step	Action
29.	The <b>Bill To Options</b> page displays.  Enter the desired information into the <b>Credit Analyst</b> field. Enter " <b>DEFAULT</b> ".
30.	Enter the desired information into the <b>Collector</b> field. Enter " <b>DEFAULT</b> ".
31.	Click the <b>Miscellaneous General Info</b> tab. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
32.	<p>The <b>Miscellaneous General Info</b> page displays. Review the Miscellaneous General Information page.</p> <p>Note that there is now an ID associated with the Customer that you created.</p>
33.	<p>You have successfully completed the <i>Creating an Escrow and Surety Customer</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- manually create an Escrow or Surety customer</li> </ul> <p><b>End of Procedure.</b></p>

### 7.3 Crediting and Rebilling the Original Invoice

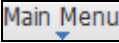

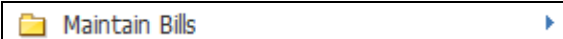
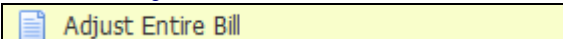
The next step in the process is to credit the bad check customer's original invoice, for the purpose of reversing the revenue that was recorded. GEARS has a 2-in-1 process called Credit and Rebill. A Credit Invoice is created to reverse the original invoice. A Rebill Invoice with a Status of New is also created to re-invoice the customer (we will add the Bad Check Fee to the Rebill Invoice in the next script). In this topic, you will credit and rebill an invoice.

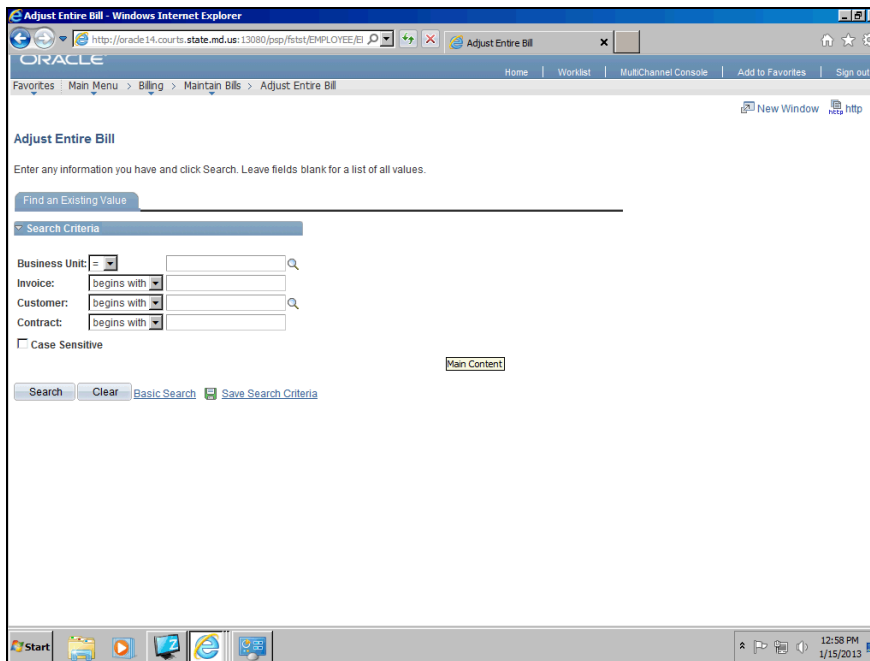
After completing this topic, you will be able to:

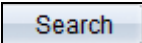
- Create a Credit Invoice for the exact amount, customer, and charges.

#### Procedure

In this topic, you will credit and rebill an invoice.

Step	Action
1.	Navigate to the <b>Adjust Entire Bill</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Billing</b> menu. 
3.	Click the <b>Maintain Bills</b> menu. 
4.	Click the <b>Adjust Entire Bill</b> menu. 



Step	Action
5.	The <b>Adjust Entire Bill</b> search page displays.  Enter your Business Unit (Batch Agency) in the <b>Business Unit</b> field. In this example, enter " <b>JUD52</b> ".
6.	Enter the Invoice number from the query identified in the previous step, then click the <b>Search</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Adjust Entire Bill - Windows Internet Explorer

ORACLE

http://oracle14.courts.state.md.us:13080/psp/fstst/EMPLOYEE/B

Adjust Entire Bill

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Adjust Entire Bill

New Window | Personalize Page | http

### Adjust Entire Bill

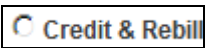
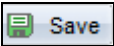
Unit: JUD52 Bill To: JUD52 Anne Arundel County District Court  
 Invoice: 0000000003 Invoice Amt: 10,000.00 USD


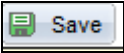
Select Bill Adjustment Action	Adjustment Results
<input checked="" type="radio"/> No Bill Action <input type="radio"/> Credit Entire Bill <input type="radio"/> Credit & Rebill	*Credit Bill: <input type="text" value="NEXT"/> Rebill Bill: <input type="text" value="NEXT"/> Header Info 1

Adjustment Reason:

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Start | 12:59 PM 1/15/2013

Step	Action
7.	<p>The <b>Adjust Entire Bill</b> page displays.</p> <p>Click the <b>Credit &amp; Rebill</b> option.</p> 
8.	<p>Enter the desired information into the <b>Adjustment Reason</b> field. Enter "<b>BADCHECK</b>".</p>
9.	<p>Click the <b>Save</b> button.</p> 

Step	Action
10.	Please make note of the <b>Credit Bill</b> and the <b>Rebill Bill</b> Invoice Numbers. Also note the two <b>Header Info</b> hyperlinks that now appear alongside the Invoice Numbers.
11.	To access the <b>Credit Bill Header</b> , click on <b>Header Info 1</b> link. 
12.	The <b>Billing General</b> page displays in a new Internet Explorer tab at the top of the page.  Review the information.  Click the <b>Save</b> button. 
13.	You have successfully completed the <i>Credit and Rebill Original Invoice</i> topic.  You have learned how to: - credit and rebill an invoice <b>End of Procedure.</b>

## 7.4 Updating the Rebill Invoice

This topic shows you how to make a series of updates to the Bad Check Fee Rebill Invoice, which was created in the previous topic:

1. Using the Bad Check Charge Code, we will create a new row for the Bad Check Fee.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court






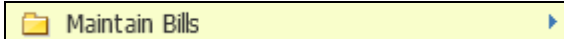
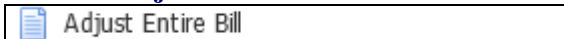
2. We will place the Bill in a Status of "Hold." Since the Bill is in a Status of "Hold," it will not be interfaced to Accounts Receivable. When legitimate payment is eventually received in full, we will cancel this invoice (this is covered in the previous topic). If a partial payment is received, we will drawdown the open balance of this invoice to process the partial payment.
3. We will update the Invoice Type, which updates the Invoice Form to Bad Check, so an invoice prints out in the correct format. The system allows us to do this, because at this point in the process, the Invoice has a Status of "New."
4. We will change the Customer ID from your local court number to the Customer ID we just setup a few steps back in this process.
5. We will add a new Bad Check Fee/charge to be included in the total invoice amount.
6. We will print the ProForma Invoice so it can be mailed to the local customer.

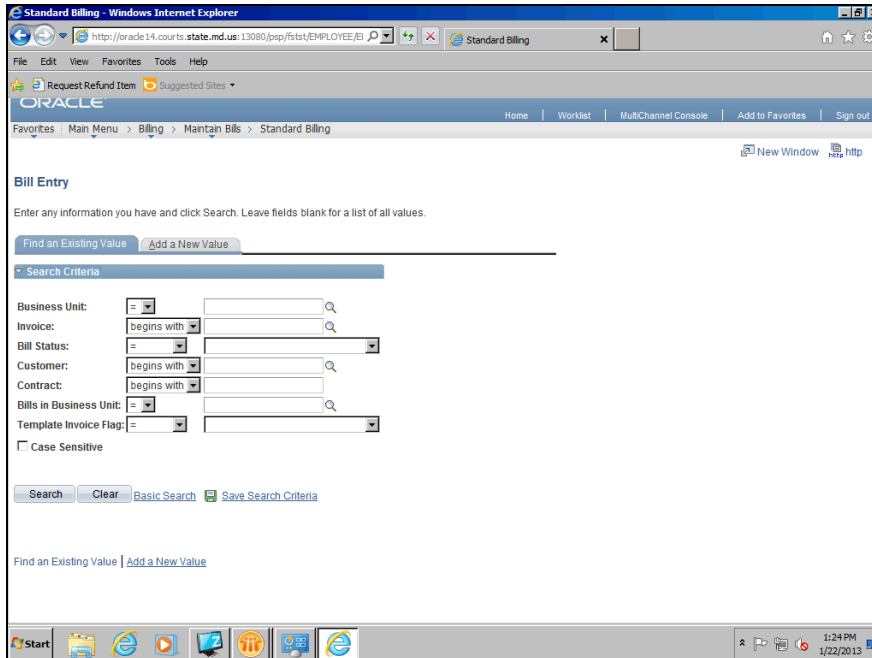
After completing this topic, you will be able to:

- Rebill an invoice

### Procedure

In this topic, you will update the rebill invoice.

Step	Action
1.	Begin by navigating back to the <b>Adjust Entire Bill</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Adjust Entire Bill</b> menu. 



Standard Billing - Windows Internet Explorer

http://oracle14.court.state.md.us:13080/jsp/fstat/EMPLOYEE/EI

File Edit View Favorites Tools Help

Request Refund Item Suggested Sites

ORACLE

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Billing Maintain Bills Standard Billing

New Window http

### Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: [dropdown] [text box] [search icon]

Invoice: [dropdown] [text box] [search icon]

Bill Status: [dropdown] [text box] [search icon]

Customer: [dropdown] [text box] [search icon]

Contract: [dropdown] [text box] [search icon]

Bills in Business Unit: [dropdown] [text box] [search icon]


Template Invoice Flag: [dropdown] [text box] [search icon]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

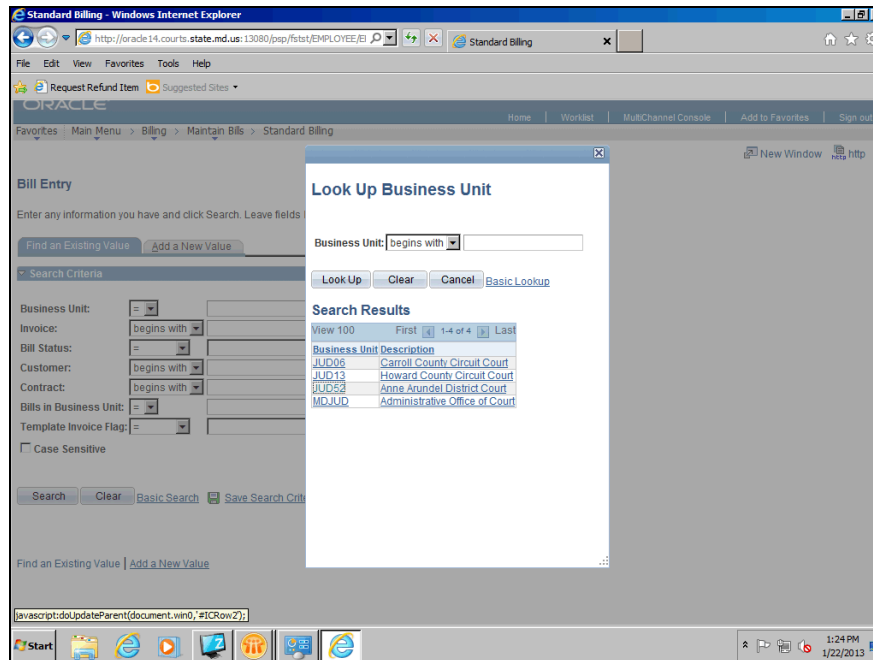
Find an Existing Value Add a New Value


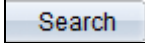


Start [taskbar icons] 1:24 PM 1/22/2013

Step	Action
6.	<p>The <b>Bill Entry</b> search page displays.</p> <p>Click the <b>Look up Business Unit</b> button to select your Business Unit.</p> <p>Your primary Business Unit should default in, however if you have access to additional Business Units there and there is a need to search for a transaction in another Business Unit, this is where you make that selection. Security permissions determine which Business Units you have access to.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
7.	The <b>Look Up Business Unit</b> window displays.  Select your <b>Business Unit</b> (Batch Agency). 
8.	Click the <b>Search</b> button. 
9.	Select the <b>Rebill</b> Invoice you created in the previous topic. 
10.	Click the <b>Look up Status</b> button. 



The screenshot shows the Oracle Standard Billing application interface. A dropdown menu is open, displaying the following options: Canceled, Finalized Bill, Hold Bill, Invoiced Bill, New Bill, Pending Approval, Ready to Invoice, Temporary Bill, and Temporary Ready Bill. The 'Hold Bill' option is highlighted. The background shows the 'Header - Info 1' and 'Line - Info 1' sections with various fields like Unit, Invoice, Status, and Customer.


Step	Action
11.	Click the <b>Hold Bill</b> link. <b>Hold Bill</b>

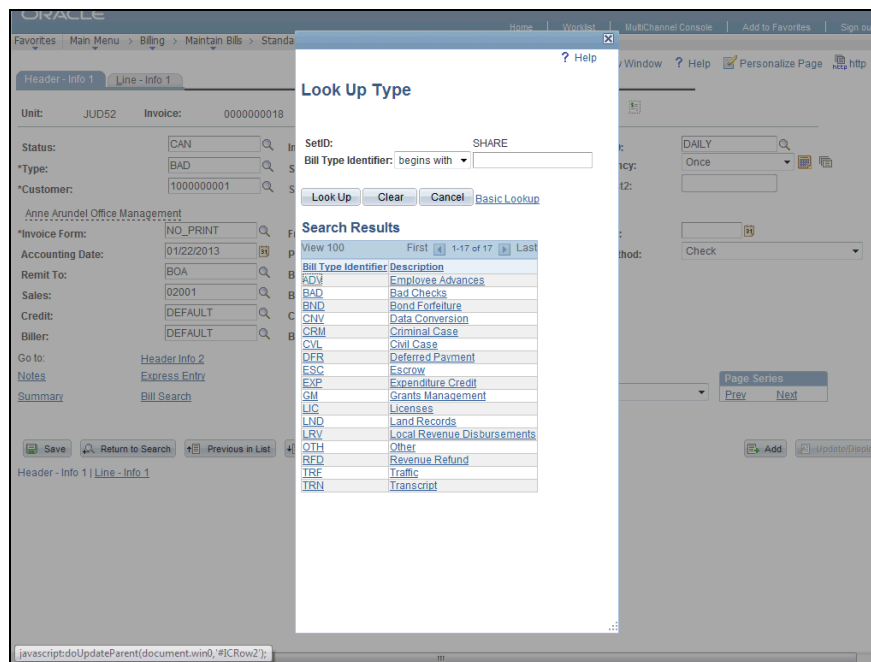
The screenshot shows the Oracle Standard Billing application interface after the 'Hold Bill' action. The 'Status' field is now set to 'NEW'. The 'Invoice Date' is '01/15/2013'. The 'Cycle ID' is 'DAILY'. The 'Frequency' is 'Once'. The 'Pay Method' is 'Check'. The 'Navigation' section shows 'Header - Info 1' selected. The background shows the 'Header - Info 1' and 'Line - Info 1' sections with various fields like Unit, Invoice, Status, and Customer.


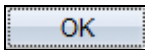
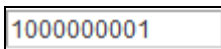
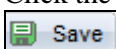
# Training Guide

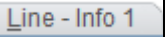
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

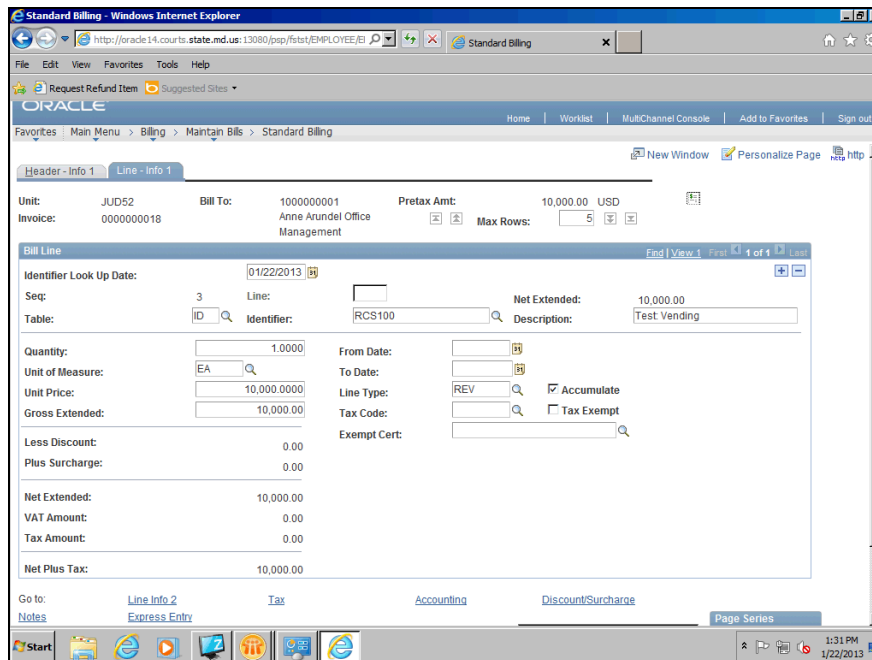



Step	Action
12.	The <b>Standard Billing - Header - Info 1</b> page displays.  Enter " <b>t</b> " in the <b>Invoice Date</b> field for today's date.
13.	Enter " <b>t</b> " in the <b>Accounting Date</b> field for today's date.
14.	Click the <b>Look up Invoice Type</b> button. 



Step	Action
15.	The <b>Look Up Type</b> window displays.  Click the <b>BAD</b> link. 
16.	Click the <b>OK</b> button. 
17.	Enter or search for the new local customer you previously created. 
18.	Click the <b>Save</b> button. 

Step	Action
19.	Click the <b>Notes</b> link to add header level notes. The notes link on the Header tab will enter header-level notes. This is the suggested repository for all bill notes so they are kept in a centralized place. Typically notes are entered here if they apply to the whole bill, not just an individual line.
20.	Click the <b>Line - Info 1</b> tab. 



Step	Action
21.	<p>The <b>Line - Info 1</b> page displays.</p> <p>Notice the line item(s) from the Credit Bill automatically carry forth onto the Rebill. Provided they still apply, they should not be changed.</p> <p>Next, we are going to add a line item for the Bad Check Fee.</p>
22.	Click the <b>Add a new row at row 1</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Standard Billing - Windows Internet Explorer

http://oracle14.courts.state.md.us:13080/jsp/fstst/EMPLOYEE/E

File Edit View Favorites Tools Help

ORACLE Request Refund Item Suggested Sites

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Billing Maintain Bills Standard Billing

New Window Personalize Page

Header - Info 1 Line - Info 1

Unit: JUD52 Invoice: 0000000018 Bill To: 1000000001 Anne Arundel Office Management Pretax Amt: 10,000.00 USD Max Rows: 5

Bill Line

Identifier Look Up Date: 01/22/2013

Seq: 3 Line: Identifier: RCS100 Description: Test Vending

Quantity: 1.0000 Unit of Measure: EA Unit Price: 10,000.0000 Gross Extended: 10,000.00 Less Discount: 0.00 Plus Surcharge: 0.00 Net Extended: 10,000.00 VAT Amount: 0.00 Tax Amount: 0.00 Net Plus Tax: 10,000.00

From Date: To Date: Line Type: REV Accumulate Tax Code: Exempt Cert:

javascript:submitAction\_win0(document.win0,{'\$ICField64\$news01\$07'})

Start 1:31 PM 1/22/2013

Step	Action
23.	Scroll the window downward and make sure you're looking at the line item you just added.

Standard Billing - Windows Internet Explorer

http://oracle14.courts.state.md.us:13080/jsp/fstst/EMPLOYEE/E

File Edit View Favorites Tools Help

ORACLE Request Refund Item Suggested Sites

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Billing Maintain Bills Standard Billing

Management

Identifier Look Up Date: 01/22/2013

Seq: 4 Line: Identifier: TEST\_CHARGE\_CODE Description: Charge Code for Testing

Quantity: Unit of Measure: EA Unit Price: 0.0000 Gross Extended: 0.00 Less Discount: 0.00 Plus Surcharge: 0.00 Net Extended: 0.00 VAT Amount: 0.00 Tax Amount: 0.00 Net Plus Tax: 0.00

From Date: To Date: Line Type: REV Accumulate Tax Code: Exempt Cert:

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

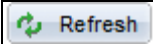

Summary Bill Search Line Search

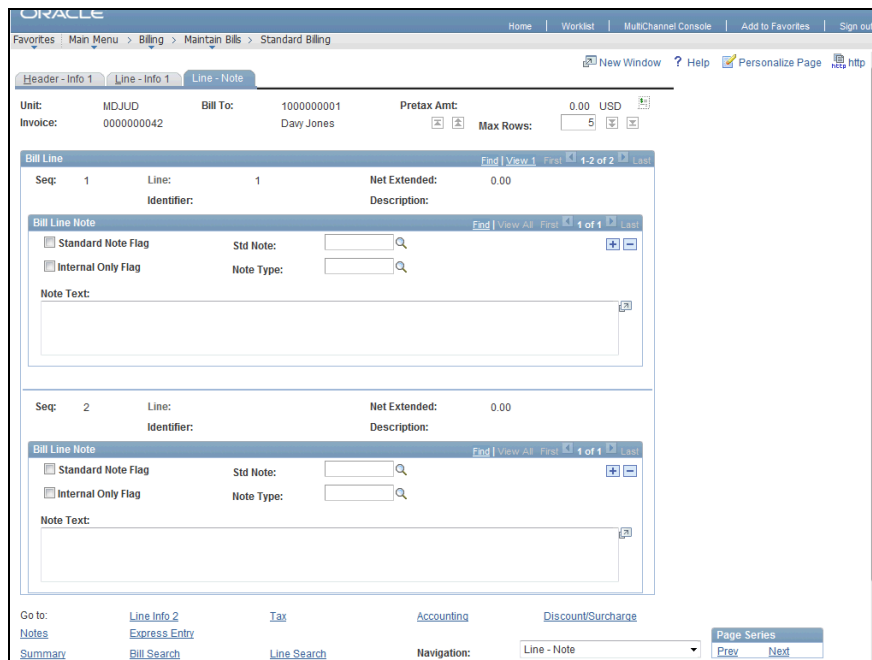
Navigation: Line - Info 1 Page Series Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 Line - Info 1

Start 1:32 PM 1/22/2013

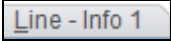
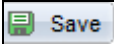
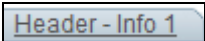
Step	Action
24.	Enter the desired information into the <b>Table</b> field. Enter " <b>ID</b> ".
25.	Enter the desired information into the <b>Identifier</b> field. Enter " <b>BAD_CHECK_CHARGE</b> ".
26.	Enter a quantity of " <b>1</b> " in the <b>Quantity</b> field. Make sure the Bill Line is the last in the series.
27.	The cost of the Bad Check Fee was updated in the <b>Unit Price</b> field.
28.	Click the <b>Refresh</b> button to see that the <b>Gross Extended</b> field is updated. 
29.	<p>You have the OPTION to also enter notes at the line level. Click the <b>Notes</b> link to add notes at the line level when you're on the Bill Line tab. Enter notes at this level if they are specific to the line itself.</p> <p>Any notes added here will be displayed on the ProForma invoice below the item description.</p> <p></p>



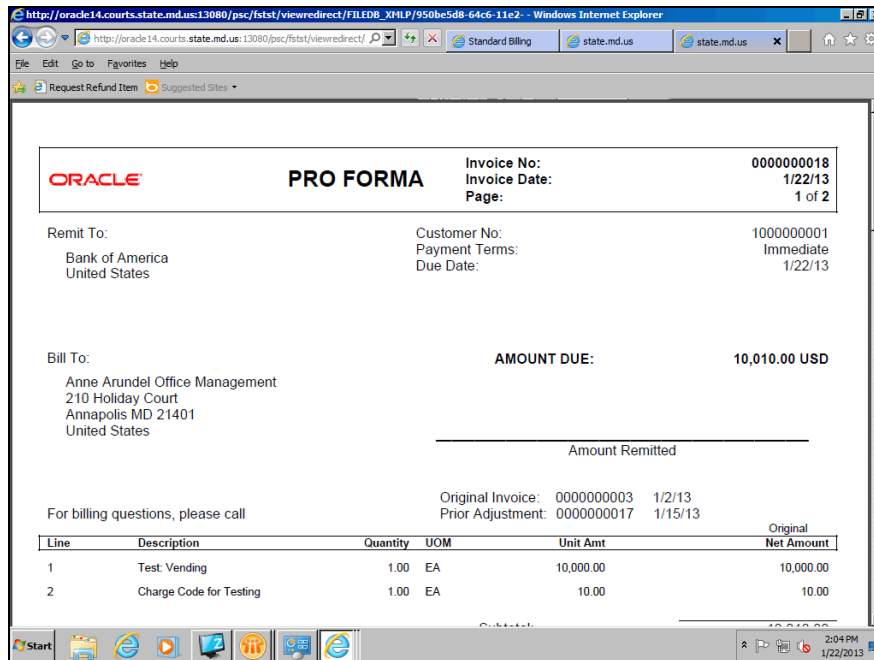
# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
30.	<p>The <b>Line - Note</b> page displays.</p> <p>You can add notes for each <b>Bill Line</b>.</p> <p>You can also add multiple rows of notes under each Bill Line.</p>
31.	<p>Click the <b>Line - Info 1</b> tab.</p> 
32.	<p>Click the <b>Save</b> button.</p> 
33.	<p>Click the <b>Header - Info 1</b> tab.</p> 

Step	Action
34.	Click the <b>Pro Forma</b> button to generate the printable invoice.



Step	Action
35.	<p>The <b>Pro Forma</b> statement displays in a new window.</p> <p>The ProForma invoice is printable to send to the bad check customer.</p> <p><b>Note:</b> Accounting entires are <i>not</i> generated by this rebill since the invoice has a "Status of Hold." This is for tracking purposes only. When the receivable is paid with a legitimate form of payment, it will come through the BUS, at which point this invoice will need to be canceled.</p>
36.	<p>You have completed the <i>Updating the Rebill Invoice</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Update the Rebill Invoice</li> </ul> <p><b>End of Procedure.</b></p>

## 7.5 Running the Single Action Invoice Process

Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, **Finalization**, creates the invoice, the next process will create the accounting lines for the Revenue distribution. We are running this step for the Credit Invoice created so the Revenue will be reversed when the Journal Entry is created.

After completing this topic, you will be familiar with how the:

- Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).

# Training Guide




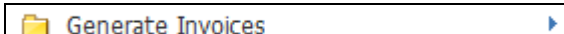
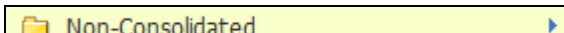
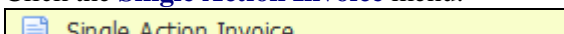
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



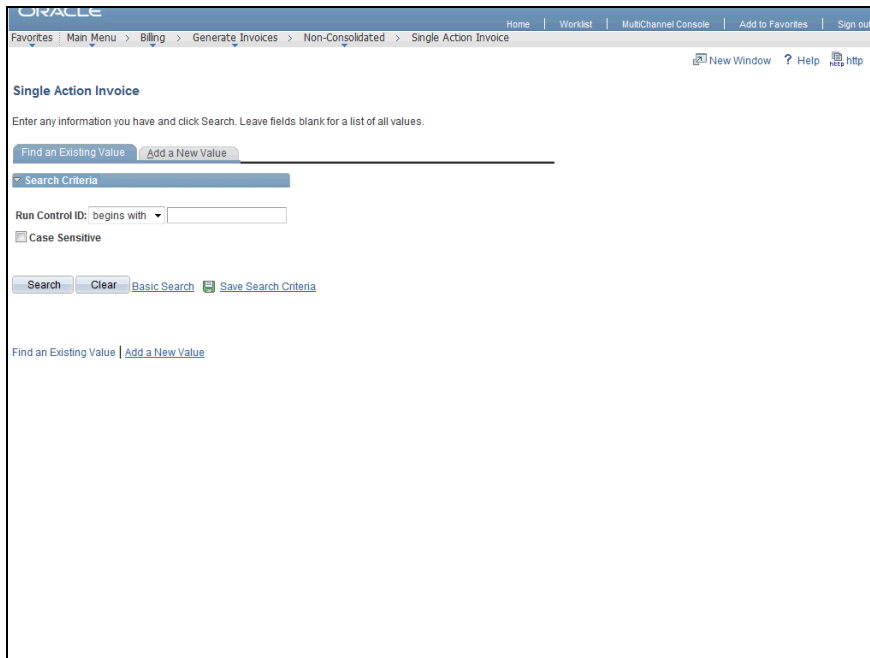
- The Change Status of Bills report is generated in the Finalize and Print process for review.
- The "Load GL Accounting Entries" reports are available for review in the process monitor.

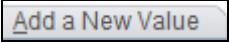
### Procedure

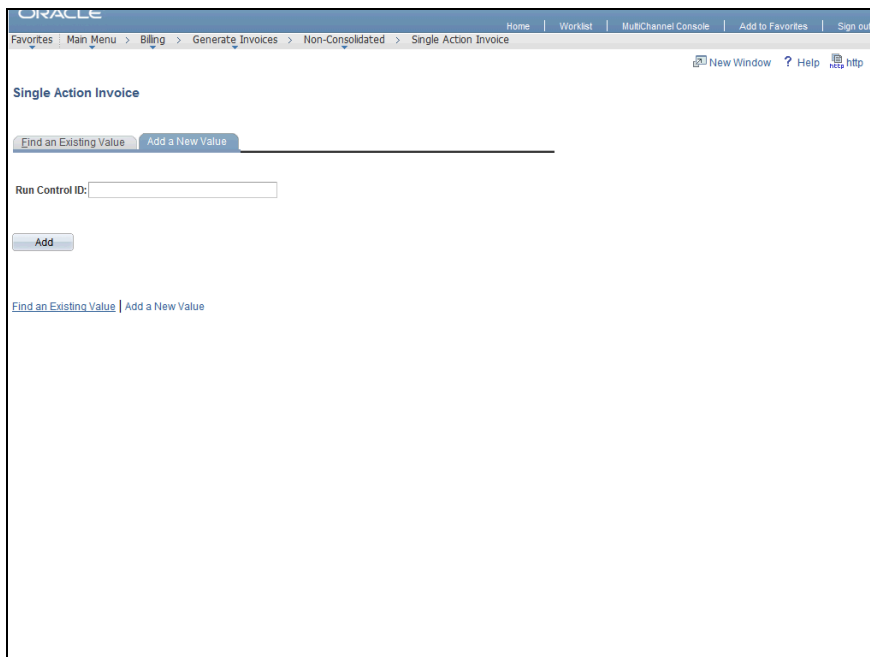
In this topic, you will learn how to execute single action invoice process and review through a report.

Step	Action
1.	Begin by navigating to the <b>Single Action Invoice</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Generate Invoices</b> menu. 
5.	Click the <b>Non-Consolidated</b> menu. 
6.	Click the <b>Single Action Invoice</b> menu. 





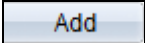
Step	Action
7.	<p>The <b>Single Action Invoice</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab if there isn't an existing value available.</p> 



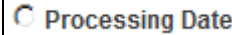
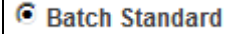
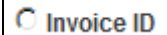
# Training Guide

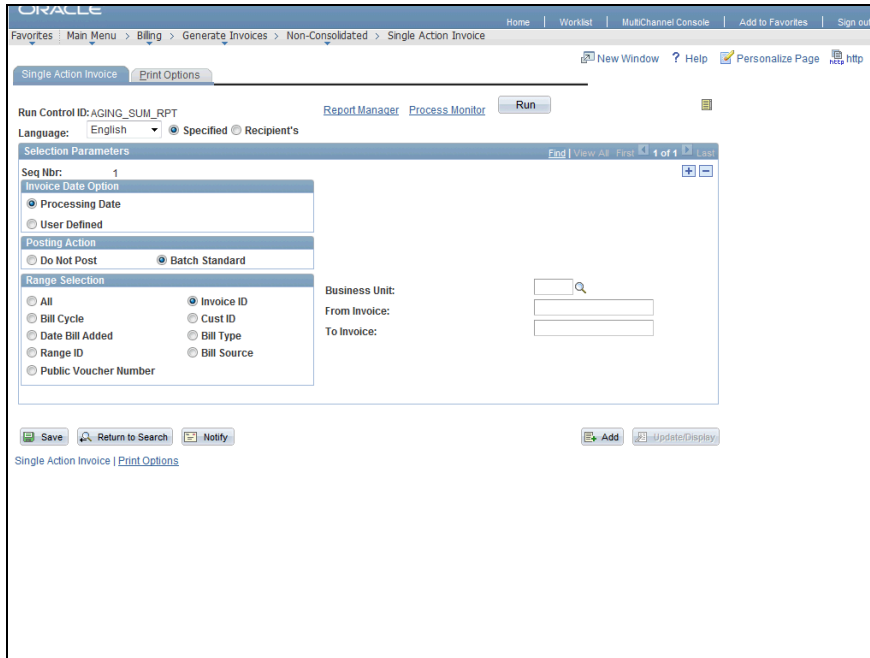
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

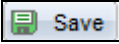



Step	Action
8.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Recommendation is to enter "<b>Badcheck</b>." However, for this example, enter "<b>PSBIP</b>."</p>
9.	<p>Click the <b>Add</b> button.</p> 

Oracle Single Action Invoice form. The form includes fields for Run Control ID (PSBIP), Language (English), Invoice Date Option (User Defined, 01/04/2013), Posting Action (Batch Standard), Range Selection (Invoice ID, Cust ID, Bill Type, Bill Source), and Business Unit (JUD52). Buttons for Save, Return to Search, Notify, Add, and Update/Display are visible at the bottom.

Step	Action
10.	<p>The <b>Single Action Invoice</b> page displays.</p> <p>Click the <b>Processing Date</b> radio button.</p> 
11.	<p>Click the <b>Batch Standard</b> radio button if it is not already selected.</p> 
12.	<p>Click the <b>Invoice ID</b> option.</p> 



Step	Action
13.	Enter the appropriate Business Unit information into the <b>Business Unit</b> field. For this example, enter " <b>JUD52</b> ".
14.	Enter the Credit Invoice number you previously created into the <b>From Invoice</b> field. Enter " <b>0000000004</b> ".  <b>Note:</b> The <b>To Invoice</b> field will be automatically defaulted in.
15.	Click the <b>Save</b> button. 
16.	Click the <b>Bills To Be Processed</b> icon. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

New Window | Personalize Page | Saved

**Bills To Be Processed**

Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD52	0000000004	RDY	JUD52	XMLPUB	X	Print Copy

Return

Step	Action
17.	<p>The <b>Bills To Be Processed</b> page displays.</p> <p>Review the lines being processed.</p> <p>Click the <b>Return</b> button.</p> <p><b>Return</b></p>
18.	<p>Click the <b>Run</b> button.</p> <p><b>Run</b></p>

Oracle  
Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out


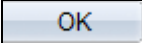
Process Scheduler Request

User ID: andrew.somers Run Control ID: AGING\_SUM\_RPT

Server Name: Run Date: 07/03/2013  
Recurrence: Run Time: 1:24:10PM  
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution

OK Cancel

Step	Action
19.	the <b>Process Scheduler Request</b> page displays.  Click the <b>Select</b> option for <b>AOC Circuit &amp; District Courts</b> . 
20.	Click the <b>OK</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

Single Action Invoice | Print Options

Run Control ID: PSBIP | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's | Process Instance: 13282

Selection Parameters

Seq Nbr: 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☐ Do Not Post

☒ Batch Standard

Range Selection

☒ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher Number

Business Unit: JUD52

Save | Return to Search | Notify | Add | Update/Display

Single Action Invoice | Print Options

Step	Action
21.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

Process List | Server List

Actions

User ID: ken.vp1 | Type: | Last: | 2 Days | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | Save On Refresh


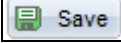
Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13348		PSJob	BLJOB03	ken.vp1	01/07/2013 11:33:26AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	13282		PSJob	BLJOB03	ken.vp1	01/07/2013 10:39:12AM PST	Cancel	N/A	<a href="#">Details</a>
<input type="checkbox"/>	13281		SQR Report	BLIVCST3	ken.vp1	01/07/2013 10:35:33AM PST	Success	Posted	<a href="#">Details</a>

Go back to Single Action Invoice

Save | Notify

Process List | Server List

Step	Action
22.	<p>The <b>Process List</b> displays.</p> <p>Click the <b>Refresh</b> button until the Run Status and Distribution Status are changed.</p> 
23.	<p>Click the <b>Save</b> button once the <b>Run Status</b> is "<b>Success</b>" and the <b>Distribution Status</b> is "<b>Posted</b>".</p> 
24.	To make the invoices to be viewable in the customers account, run the <b>Single Action Invoice</b> process.
25.	<p>You have successfully completed the <i>Run the Single Action Invoice Process</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- execute the single action invoice process</li> <li>- generate report for review</li> </ul> <p><b>End of Procedure.</b></p>

## 7.6 Canceling an Invoice

Upon receipt of payment for a Bad Check invoice, the BUS Interface will aggregate that transaction and load it into PeopleSoft Billing (BI) and Receivables (AR), creating an invoice (BI) and deposit (AR). There will be a process for identifying payments received through the BUS as Bad Check payments. By Case Number, Receipt Number, or Citation Number, the associated rebill invoice put on Hold needs to be canceled. This script shows the process for canceling the invoice due to payment received in full.

After completing this topic, you will be able to:

- Cancel an invoice

### Procedure




In this topic, you will cancel an invoice.

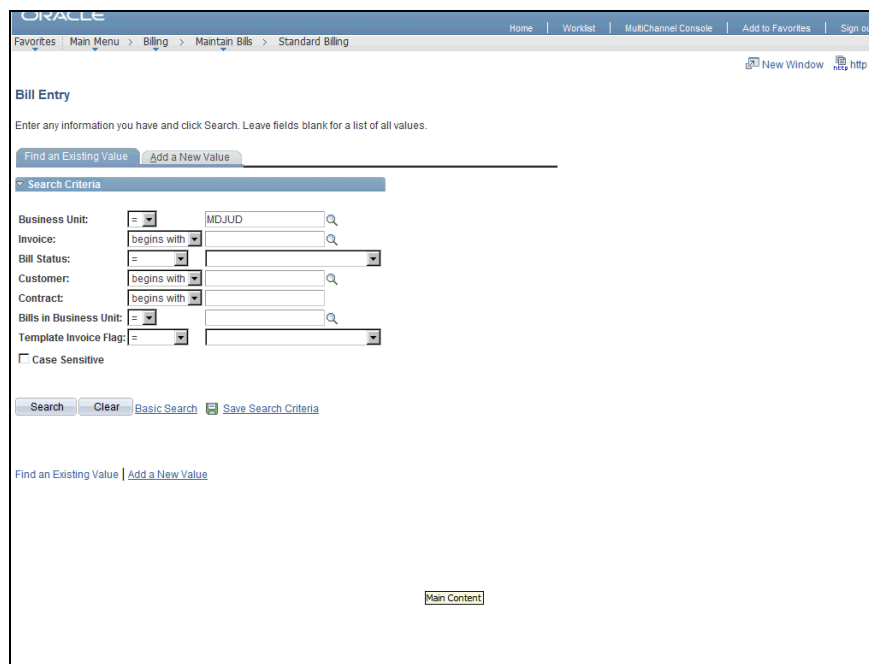
Step	Action
1.	<p>Navigate to the <b>Bill Entry</b> page.</p> <p>Click the <b>Main Menu</b> button.</p> 
2.	<p>Click the <b>Menu not sorted. Click to sort in ascending order.</b> button.</p> 

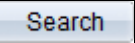
# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 



Step	Action
6.	The <b>Bill Entry</b> search page displays.  Enter your Business Unit (BU) in the <b>Business Unit</b> field. This value should be consistent with the BU used in previous scripts within this scenario. Enter " <b>JUD52</b> ".
7.	Click the <b>Search</b> button. 



ORACLE  
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | http

### Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

**Search Criteria**

Business Unit: [v] JUD52 [x]  
Invoice: [v] begins with [x]  
Bill Status: [v] [x]  
Customer: [v] begins with [x]  
Contract: [v] begins with [x]  
Bills in Business Unit: [v] [x]  
Template Invoice Flag: [v] [x]  
☐ Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

**Search Results**

View All | First | 1-6 of 6 | Last

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
JUD52	0000000021	Rebill	M	New Bill	RCS	JUD52	(blank)	JUD52	No
JUD52	0000000020	Cred Bill	M	Ready	RCS	JUD52	(blank)	JUD52	No
JUD52	0000000018	Rebill	C	Hold	UCS	1000000001	(blank)	JUD52	No
JUD52	0000000015	Cred Bill	D	Canceled	UCS	JUD52	(blank)	JUD52	No
JUD52	0000000011	Rebill	PAQ	New Bill	ONLINE	1000000001	(blank)	JUD52	No

Find an Existing Value | Add a New Value

javascript:submitAction\_win0(document.win0,'#tCRow 1');

Step	Action
8.	Click the <b>Rebill Invoice</b> number created earlier in this lesson. Click the <b>0000000018</b> link. <b>0000000018</b>

ORACLE  
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Personalize Page | http

Header - Info 1 | Line - Info 1

Unit: JUD52 Invoice: 0000000018 Pretax Amt: 10,010.00 USD

Status: [v] HLD [x] Invoice Date: [v] 01/22/2013 [x] Cycle ID: [v] DAILY [x]  
\*Type: [v] C [x] Source: [v] UCS [x] \*Frequency: [v] Once [x]  
\*Customer: [v] 1000000001 [x] SubCust1: [x] SubCust2: [x]

Anne Arundel Office Management  
\*Invoice Form: [v] BAD\_CHECK [x] From Date: [v] [x] To Date: [v] [x]  
Accounting Date: [v] 01/22/2013 [x] Pay Terms: [v] IMMED [x] Pay Method: [v] Check [x]  
Remit To: [v] BOA [x] Bank Account: [v] MAIN [x]  
Sales: [v] 02001 [x] Bill Inquiry Phone: [v] [x]  
Credit: [v] DEFAULT [x] Collector: [v] DEFAULT [x]  
Bill: [v] DEFAULT [x] Billing Authority: [v] DEFAULT [x]

Go to: Header Info 2 Address Copy Address  
Notes Express Entry  
Summary Bill Search Line Search Navigation: [v] Header - Info 1 [x] Page Series [v] Prev Next


[Save] [Return to Search] [Previous in List] [Next in List] [Notify] [Refresh] [Add] [Update/Display]

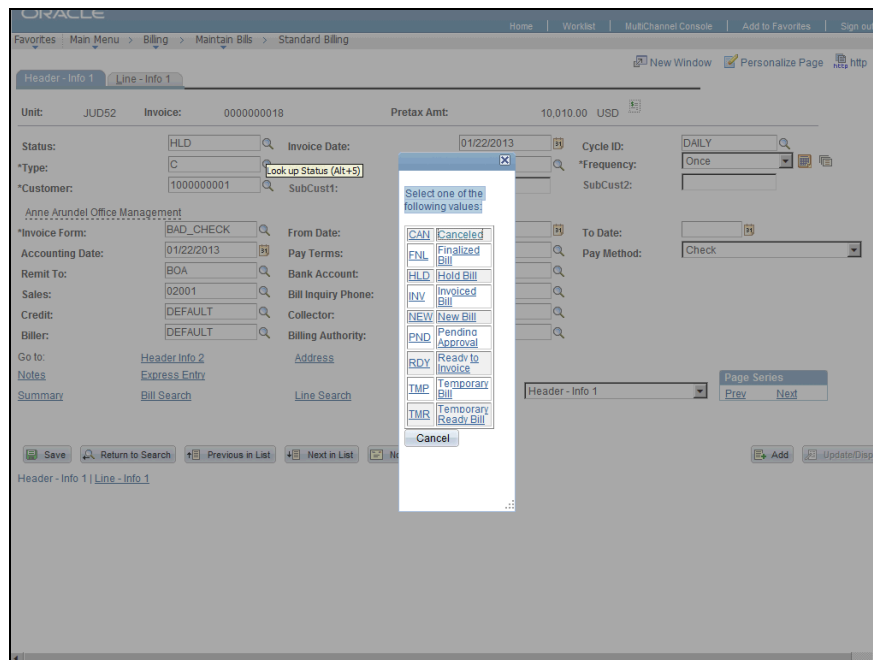
Header - Info 1 | Line - Info 1

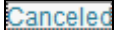
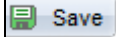
# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
9.	<p>The <b>Bill Entry - Header Info 1</b> page displays.</p> <p>Click the <b>Look up Status</b> button.</p> 



Step	Action
10.	<p>The <b>Look Up Status</b> window displays.</p> <p>Click the <b>Canceled</b> link.</p> 
11.	<p>Click the <b>Save</b> button.</p> 
12.	Verify that the bill is Saved with a Status of " <b>Canceled</b> ."
13.	<p>You have successfully completed the Cancel Invoice topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Cancel an invoice</li> </ul> <p><b>End of Procedure.</b></p>

## Lesson 8: Processing Local Revenue Disbursements

### Lesson Overview

The Judiciary collects revenue on behalf of local jurisdictions and state agencies. This lesson details the process by which the Judiciary will disburse the correct portion of collected revenue to the applicable local jurisdictions and state agencies.

The Local Revenue Disbursement process will generate credit invoices for the correct allocated amounts based on collected revenue. We leverage PeopleSoft delivered refund functionality to load these into the Accounts Payable module for voucher creation and disbursement

### Lesson Objectives:

After completing this lesson, you will be able to:

- Run the Local Revenue Disbursements process
- Run the Billing Interface
- Review credit bills that were created by the Local Revenue Disbursements process and brought into Billing through the Billing Interface
- Create a manual Credit Invoice for the Interest owed to each Local Disbursement customer.
- Process the credit bills into Invoices
- Create a Maintenance Worksheet to use delivered refund functionality to make the credit Invoices available for AP vouchering and disbursement
- Run the Load AR to AP process.

### 8.1 Running the Local Revenue Disbursements Process

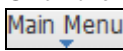
This topic covers the steps to run the Local Revenue Disbursements process. It will create credit invoices with a Bill Type of LRV in the correct amount, as defined by the Charge Code to Distribution Code relationship where the local revenue disbursement amount can be defined by fixed amount or percentage.

After completing this topic, you will be able to:

- Run the local revenue disbursement process

### Procedure



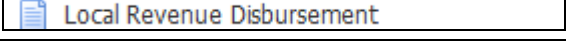
In this topic, you will run the local revenue disbursement process.

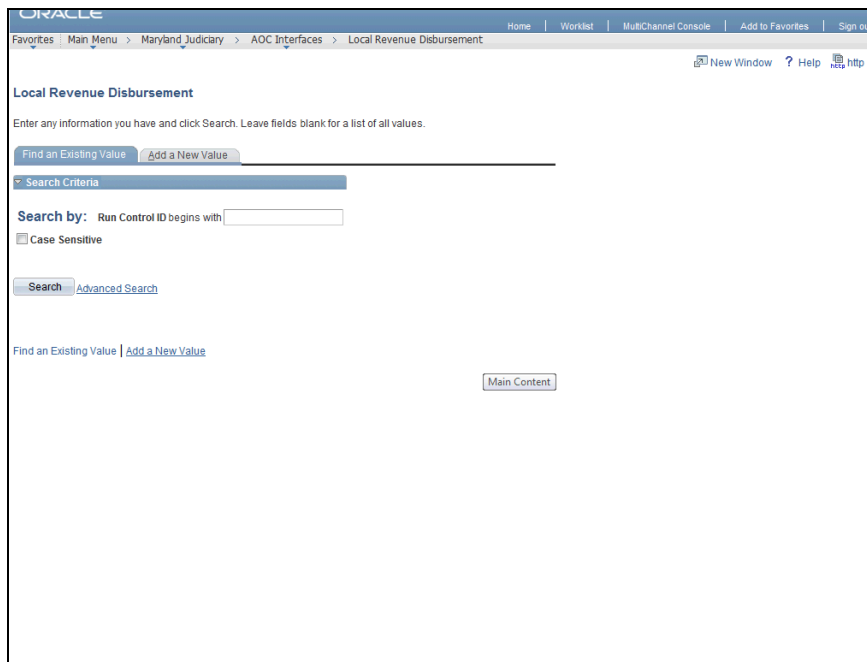
Step	Action
1.	<p>Navigate to the <b>Local Revenue Disbursement</b> page.</p> <p>Click the <b>Main Menu</b> button.</p> 

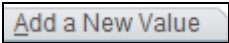
# Training Guide

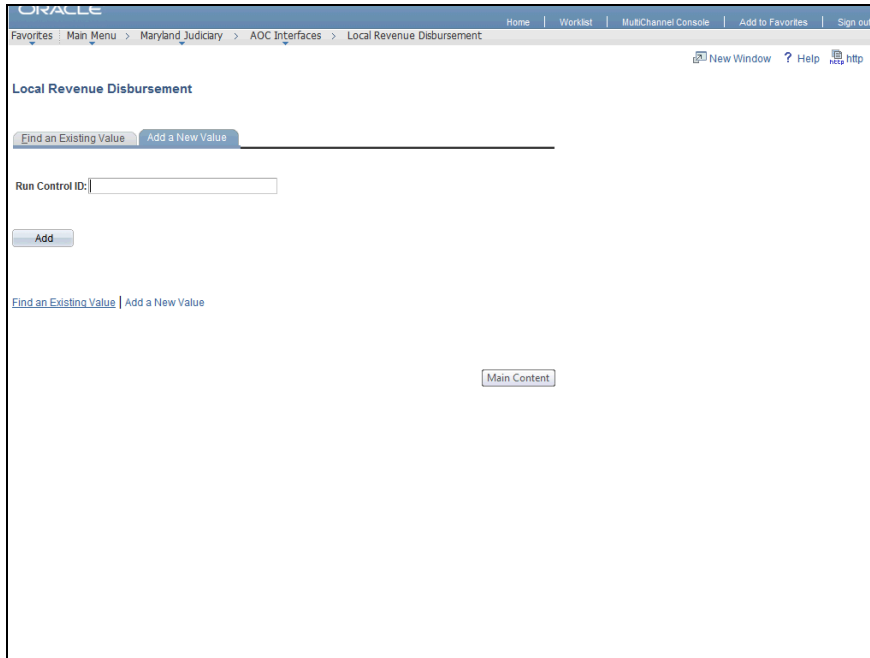
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

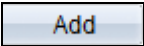


Step	Action
2.	Click the <b>Maryland Judiciary</b> menu. 
3.	Click the <b>AOC Interfaces</b> menu. 
4.	Click the <b>Local Revenue Disbursement</b> menu. 



Step	Action
5.	The <b>Local Revenue Disbursement</b> search page displays. Click the <b>Add a New Value</b> tab. 

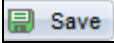
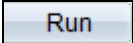


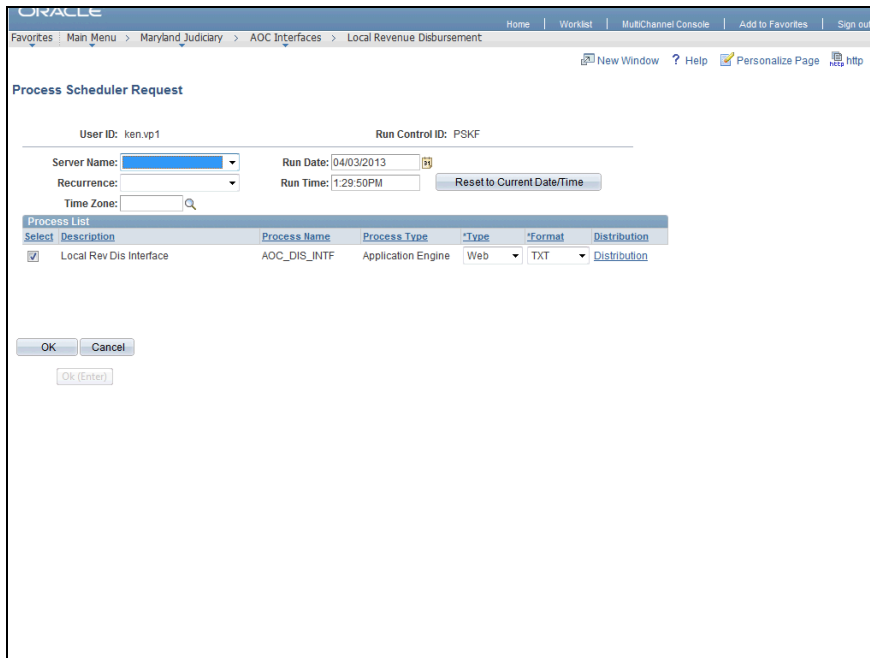
Step	Action
6.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>PSKF</b>".</p>
7.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
8.	The <b>Local Revenue Disbursements Interface</b> page displays. Enter the desired information into the <b>Business Unit</b> field. Enter " <b>jud53</b> ".
9.	Enter the desired information into the <b>From Date</b> field. Enter " <b>09/01/12</b> ".
10.	Enter the desired information into the <b>Through Date</b> field. Enter " <b>09/30/12</b> ".
11.	Click in the <b>Accounting Date</b> field and enter the appropriate date.  The <b>From Date</b> and <b>To Date</b> are typically the month range prior to today's date example. If we are processing this around May 7th, the From Date would be from the subsequent month, 04/01/2013, and the Through Date would be 04/30/2013, the last day of the month. The Accounting Date will default in from the Through Date.
12.	Click the <b>Save</b> button. 
13.	Click the <b>Run</b> button. 



Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement

New Window ? Help Personalize Page http

**Process Scheduler Request**

User ID: ken.vp1 Run Control ID: PSKF

Server Name: [dropdown] Run Date: 04/03/2013 [calendar icon]

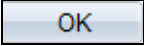
Recurrence: [dropdown] Run Time: 1:29:50PM [Reset to Current Date/Time]

Time Zone: [dropdown] [search icon]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Local Rev Dis Interface	AOC_DIS_INTF	Application Engine	Web	TXT	Distribution

OK Cancel

OK (Enter)

Step	Action
14.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Click the <b>OK</b> button.</p> 
15.	<p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE  
 Favorites | Main Menu | Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | Server List

Actions

User ID: ken.vp1 | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance: | to: |

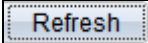
Run Status: | Distribution Status: | Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	18204		Application Engine	AOC_DIS_INTF	ken.vp1	04/03/2013 1:29:50PM EDT	Success	N/A	Details
<input type="checkbox"/>	18194		PSJob	ARUPDATE	ken.vp1	04/03/2013 11:36:30AM EDT	Success	Posted	Details
<input type="checkbox"/>	18187		PSJob	ARUPDATE	ken.vp1	04/03/2013 11:24:19AM EDT	Success	Posted	Details
<input type="checkbox"/>	18176		PSJob	AOC_MAIN	ken.vp1	04/03/2013 11:17:01AM EDT	Success	Posted	Details
<input type="checkbox"/>	18165		PSJob	ARUPDATE	ken.vp1	04/03/2013 10:59:48AM EDT	Success	Posted	Details
<input type="checkbox"/>	18158		PSJob	ARUPDATE	ken.vp1	04/03/2013 10:52:47AM EDT	Success	Posted	Details
<input type="checkbox"/>	18146		PSJob	AOC_MAIN	ken.vp1	04/03/2013 10:49:12AM EDT	Success	Posted	Details

Go back to Local Revenue Disbursement

Save Notify

Process List | Server List

Step	Action
16.	<p>The <b>Process List</b> displays.</p> <p>Click the <b>Refresh</b> button.</p> 

ORACLE  
 Favorites | Main Menu | Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | Server List

Actions

User ID: ken.vp1 | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	18204		Application Engine	AOC_DIS_INTF	ken.vp1	04/03/2013 1:29:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	18194		PSJob	ARUPDATE	ken.vp1	04/03/2013 11:36:30AM EDT	Success	Posted	Details
<input type="checkbox"/>	18187		PSJob	ARUPDATE	ken.vp1	04/03/2013 11:24:19AM EDT	Success	Posted	Details
<input type="checkbox"/>	18176		PSJob	AOC_MAIN	ken.vp1	04/03/2013 11:17:01AM EDT	Success	Posted	Details
<input type="checkbox"/>	18165		PSJob	ARUPDATE	ken.vp1	04/03/2013 10:59:48AM EDT	Success	Posted	Details
<input type="checkbox"/>	18158		PSJob	ARUPDATE	ken.vp1	04/03/2013 10:52:47AM EDT	Success	Posted	Details
<input type="checkbox"/>	18146		PSJob	AOC_MAIN	ken.vp1	04/03/2013 10:49:12AM EDT	Success	Posted	Details

Go back to Local Revenue Disbursement

Save Notify

Process List | Server List



Step	Action
17.	Verify the <b>Run Status</b> reads <b>Success</b> and the <b>Distribution Status</b> is <b>Posted</b> .
18.	<p>You have successfully completed the <i>Running the Local Revenue Disbursements Process</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Run the local revenue disbursements process</li> </ul> <p><b>End of Procedure.</b></p>

## 8.2 Running the Billing Interface




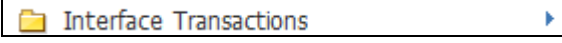
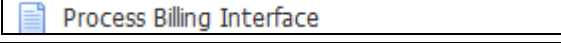
The Billing Interface officially loads the local revenue disbursement from the staging table to the Billing module for subsequent processing. Bills are loaded with a Status of New. This topic shows how to kick off the process and also includes steps to verify the process ran successfully. We will generate a PDF report by drilling into the Billing Interface Process in a section of PeopleSoft called Process Monitor, a centralized repository of information on all processes ran throughout the application.

After completing this topic, you will be able to:

- Run the billing interface

### Procedure

In this topic, you will run the Billing Interface.

Step	Action
1.	<p>Navigate to the <b>Process Billing Interface</b> page.</p> <p>Click the <b>Main Menu</b> button.</p> 
2.	<p>Click the <b>Menu not sorted. Click to sort in ascending order.</b> button.</p> 
3.	<p>Click the <b>Billing</b> menu.</p> 
4.	<p>Click the <b>Interface Transactions</b> menu.</p> 
5.	<p>Click the <b>Process Billing Interface</b> menu.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

New Window ? Help http

### Process Billing Interface

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria | Main Content

Run Control ID: begins with

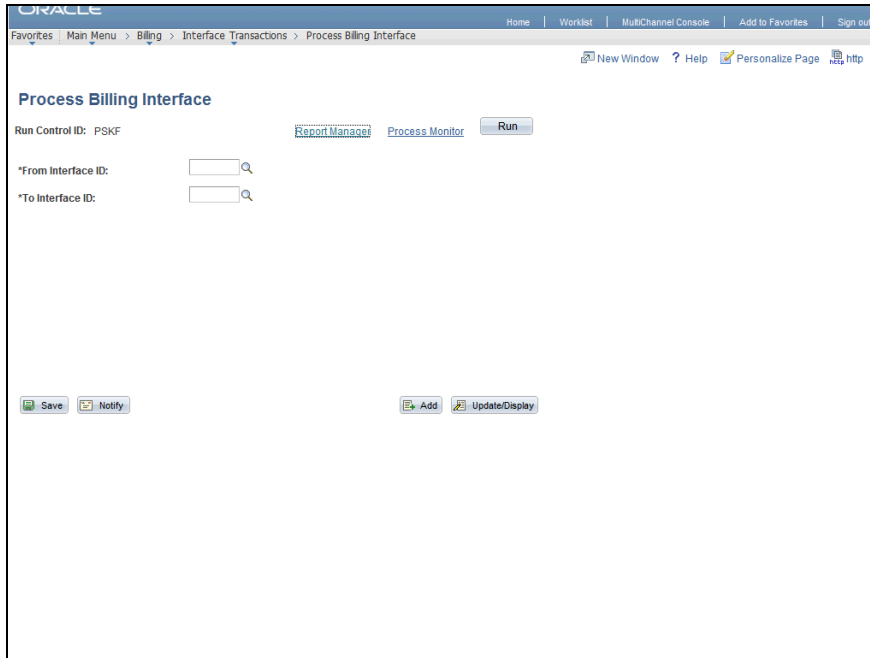
☐ Case Sensitive



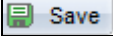
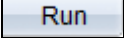

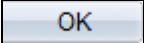

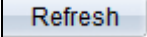
Search Clear Basic Search Save Search Criteria

Find an Existing Value | [Add a New Value](#)

javascript:submitAction\_win0(document.win0, '#TCSwitchMode');

Step	Action
6.	<p>The <b>Process Billing Interface</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab.</p> <p><b>Add a New Value</b></p>
7.	<p>Enter the desired information into the <b>Run Control ID</b> field.</p> <p>Enter "<b>Local_Revenue</b>".</p>
8.	<p>Click the <b>Add</b> button.</p> <p><b>Add</b></p>


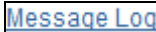


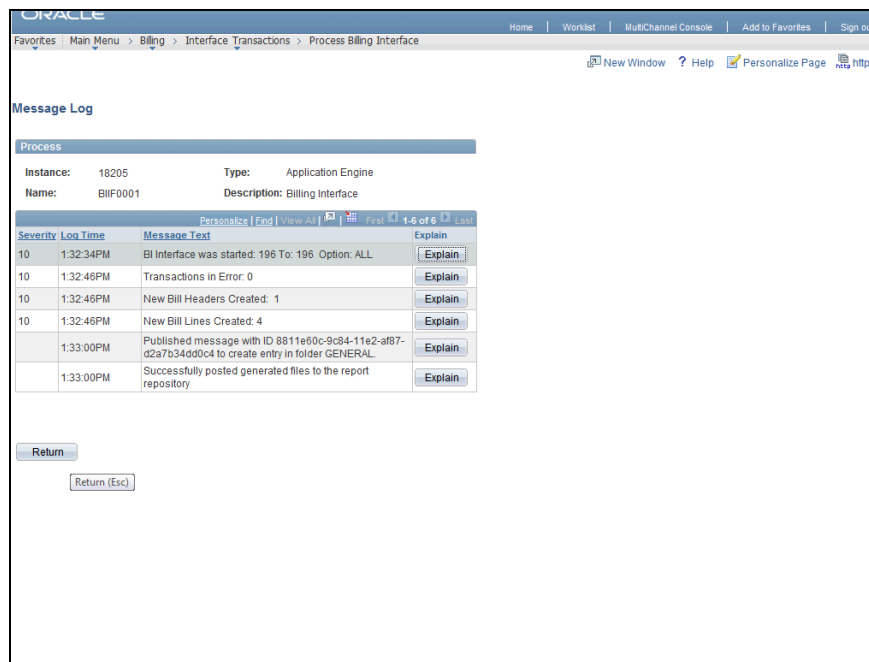
Step	Action
9.	The <b>Process Billing Interface</b> page displays.  Click the <b>Look up From Interface ID</b> button. 
10.	Click the <b>196</b> link. 
11.	Click the <b>Save</b> button. 
12.	Click the <b>Run</b> button. 
13.	The <b>Process Scheduler Request</b> page displays.  Click the <b>Select</b> option for <b>Billing Interface</b> . 
14.	Click the <b>OK</b> button. 
15.	Click the <b>Process Monitor</b> link. 
16.	Click the <b>Refresh</b> button. 

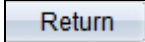
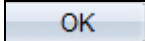
# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
17.	Click the <b>Details</b> link once the Run Status reads <b>Success</b> and the Distribution Status reads <b>Posted</b> . 
18.	Click the <b>Message Log</b> link. 



Step	Action
19.	The <b>Message Log</b> displays.  <i>New Bill Headers Created, New Bill Lines Created and Transactions in Error</i> will be shown on this page.  Click the <b>Return</b> button. 
20.	Click the <b>OK</b> button. 
21.	You have successfully completed the <i>Running the Billing Interface</i> topic.  You have learned how to: - run the billing interface <b>End of Procedure.</b>

### 8.3 Reviewing Bills





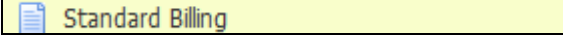
After running the Billing Interface, this topic shows how to search for the invoices with a Bill Type of LRV to ensure they were properly created and ready for subsequent processing.

After completing this topic, you will be able to:

- Review the bills you have created and/or run previously

#### Procedure

In this topic, you will learn the process involved to review bills.

Step	Action
1.	Navigate to the <b>Bill Entry</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu not sorted. Click to sort in ascending order.</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Standard Billing</b> menu. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help help http

### Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

**Search Criteria**

Business Unit: = [ ] [ ]

Invoice: begins with [ ] [ ]

Bill Status: = [ ] [ ]

Customer: begins with [ ] [ ]

Contract: begins with [ ] [ ]

Bills in Business Unit: = [ ] [ ]

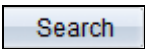
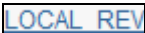
Template Invoice Flag: = [ ] [ ]

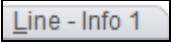
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Main Content

Step	Action
6.	The <b>Bill Entry</b> search page displays.  Enter the desired information into the <b>Business Unit</b> field. Enter " <b>jud53</b> ".
7.	Click the <b>Search</b> button. 
8.	Click the <b>LOCAL_REV</b> link. 

Step	Action
9.	<p>The <b>Bill Entry - Header Info 1</b> page displays.</p> <p>Click the <b>Line - Info 1</b> tab.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

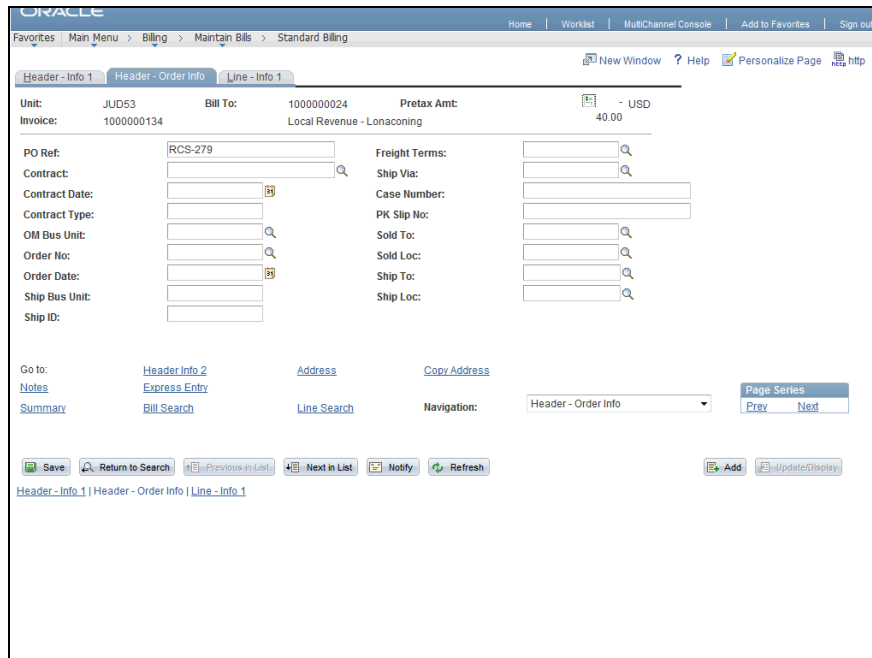


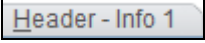
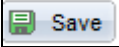
Step	Action
10.	<p>The <b>Line - Info 1</b> tab displays.</p> <p>Click the <b>Accounting</b> link.</p> <p><b>Accounting</b></p>

The screenshot shows the Oracle AR230 interface. The 'Line - Info 1' tab is active. In the 'Navigation' section, the 'Accounting' link is highlighted. Below it, the 'Acctg - Rev Distribution' dropdown menu is open, showing the selected option. The 'Header - Info 1' tab is also visible at the top of the interface.

Step	Action
11.	<p>The <b>Acctg - Rev Distribution</b> tab displays.</p> <p>Click the <b>Navigation</b> list.</p> <p><b>Acctg - Rev Distribution</b></p>
12.	<p>Click the <b>Header - Order Info</b> menu item.</p> <p><b>Header - Order Info</b></p>





Step	Action
13.	The <b>Header - Order Info</b> page displays.  Make note of the <b>PO Ref</b> number.
14.	Click the <b>Header - Info 1</b> tab. 
15.	Review the information on the page.  Click the <b>Save</b> button. 
16.	You have successfully completed the <i>Reviewing Bills</i> topic.  You have learned how to: - navigate through and review bills <b>End of Procedure.</b>

### 8.4 Updating the Invoice Status to Ready

Bills created from the Billing Interface or bills that are created manually will be loaded and saved with a Status of 'New'. Bills' status must be changed from 'New' to 'Ready', which means ready to invoice. The system will allow you to process **Change Status of Bills** for one or multiple bills at a time. A report file, *Invoice Status Change Report* is created during this Bill Status Change process that lists all of the invoices where the status was changed from 'New' to 'Ready'.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



NOTE: There are two types of bills, (1) deferred payment tracking and (2) bad checks, that are saved in the system as placeholders and will never be changed to ready status.

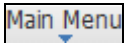



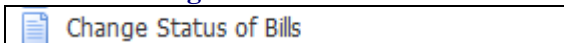
In this topic, you will use the **Change Status of Bills** page to change the status of a bill from 'New' to 'Ready'.

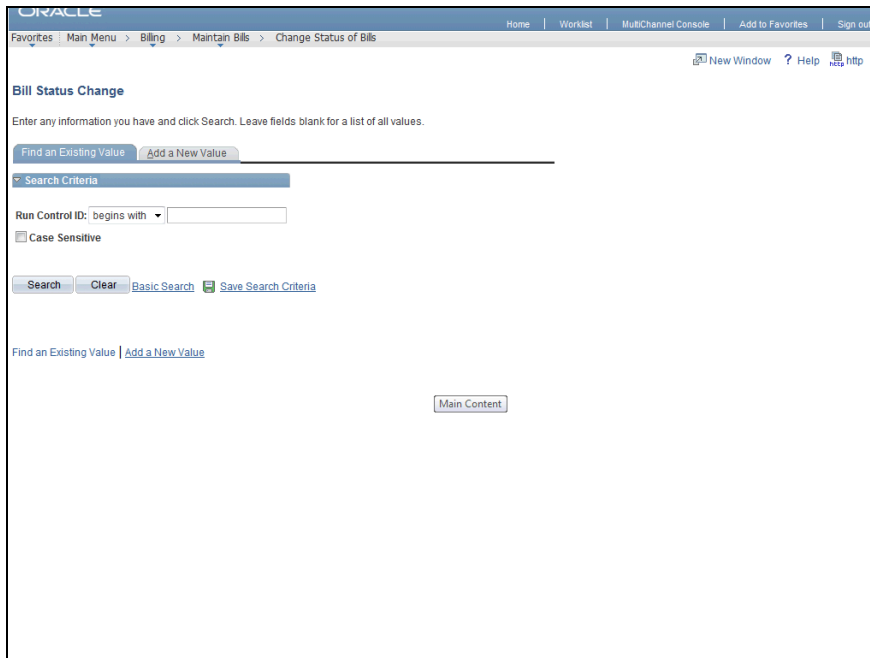
After completing this topic, you will be familiar with how to:

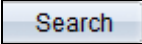

- Change the status of bills from 'New' to 'Ready' status
- Run and review the *Invoice Status Change Report*

### Procedure

In this topic, you will use the **Change Status of Bills** pages in GEARS to change the status of bills from 'New' to 'Ready'.

Step	Action
1.	Begin by navigating to the <b>Change Status of Bills</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu Sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Maintain Bills</b> menu. 
5.	Click the <b>Change Status of Bills</b> menu. 



Step	Action
6.	<p>The <b>Bill Status Change</b> search page displays.</p> <p>Click the <b>Search</b> button.</p> 
7.	<p>Click the <b>PSKF</b> link or the link to the invoice you previously created.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Change Status of Bills

New Window ? Help Personalize Page http

### Change Status of Bills

Run Control ID: PSKF [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

**From Status**

☒ New ☐ Ready

☐ Hold ☐ Canceled

☐ Pending

**To Status**

\*New Bill Status: Ready Bill

**Range Selection**

☒ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type


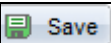
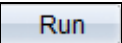
☐ Range ID ☐ Bill Source

☐ Copy Group ID

☐ Include Consolidation Group

Business Unit:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
8.	The <b>Change Status of Bills</b> page displays.  Click the <b>Bill Source</b> option. 
9.	Enter the desired information into the <b>Business Unit</b> field. Enter " <b>jud53</b> ".
10.	Enter the desired information into the <b>Source</b> field. Enter " <b>LOCAL_REVENUE</b> ".
11.	Click the <b>Save</b> button. 
12.	Click the <b>Run</b> button. 

Process Scheduler Request

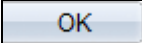
User ID: ken.vp1 Run Control ID: PSKF

Server Name: [dropdown] Run Date: 04/03/2013  
 Recurrence: [dropdown] Run Time: 1:38:48PM  
 Time Zone: [dropdown]

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Invoice Status Change	BIIVCSTS	SQR Report	Web	PDF	Distribution

OK Cancel  
Ok (Enter)

Step	Action
13.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Click the <b>OK</b> button.</p> <p></p>

Change Status of Bills

Run Control ID: PSKF Language: English Process Instance: 18206

Report Manager Process Monitor Run

From Status: ☒ New ☐ Hold ☐ Pending ☐ Ready ☐ Canceled

To Status: \*New Bill Status: Ready Bill

Range Selection: ☒ All ☐ Bill Cycle ☐ Date Bill Added ☐ Range ID ☐ Invoice ID ☐ Cust ID ☐ Bill Type ☐ Bill Source

Include Consolidation Group: ☐ Business Unit: JUD53 Source: LOCAL\_REV

Save Return to Search Previous in List Next in List Notify Add Update/Display

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
14.	<p>The <b>Change Status of Bills</b> page displays.</p> <p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>

Oracle | Home | Worklist | Multichannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Change Status of Bills

Process List | [Server List](#)

Actions

User ID:  Type:  Last:  Days:  Refresh

Server:  Name:  Instance:  to:

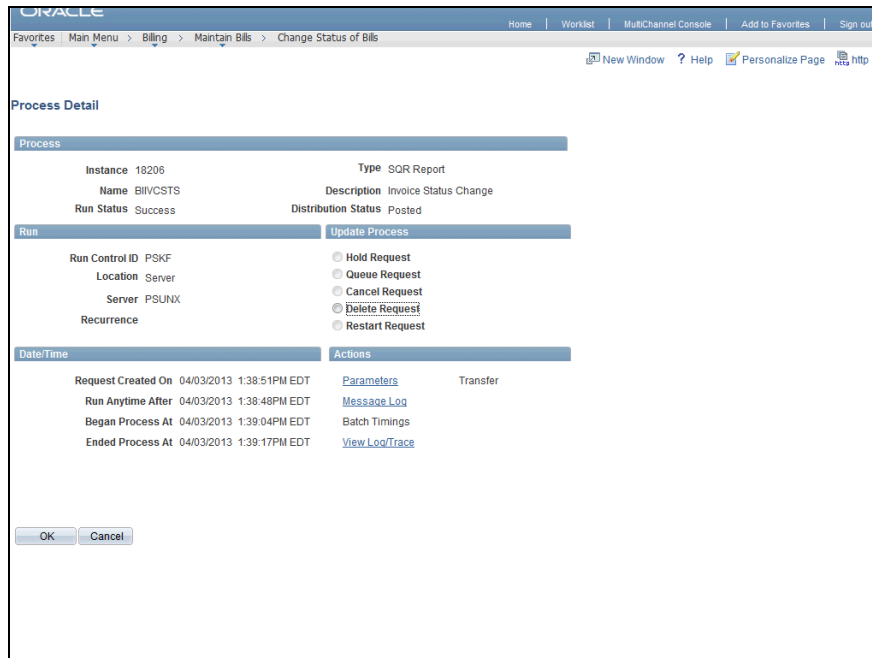
Run Status:  Distribution Status:  ☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	18206		SQR Report	BIIVCSTS	ken.vp1	04/03/2013 1:38:48PM EDT	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	18205		Application Engine	BIIF0001	ken.vp1	04/03/2013 1:32:15PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18204		Application Engine	AOC_DIS_INTF	ken.vp1	04/03/2013 1:29:50PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18194		PSJob	ARUPDATE	ken.vp1	04/03/2013 11:36:30AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18187		PSJob	ARUPDATE	ken.vp1	04/03/2013 11:24:19AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18176		PSJob	AOC_MAIN	ken.vp1	04/03/2013 11:17:01AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18165		PSJob	ARUPDATE	ken.vp1	04/03/2013 10:59:48AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18158		PSJob	ARUPDATE	ken.vp1	04/03/2013 10:52:47AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18146		PSJob	AOC_MAIN	ken.vp1	04/03/2013 10:49:12AM EDT	Success	Posted	<a href="#">Details</a>

Go back to Bill Status Change

[Process List](#) | [Server List](#)

Step	Action
15.	<p>The <b>Process List</b> page displays.</p> <p>Click the <b>Refresh</b> button.</p> <p><a href="#">Refresh</a></p>
16.	<p>Click the <b>Details</b> link.</p> <p><a href="#">Details</a></p>



**Process Detail**

**Process**

Instance 18206      Type SQR Report  
Name BIIVCSTS      Description Invoice Status Change  
Run Status Success      Distribution Status Posted

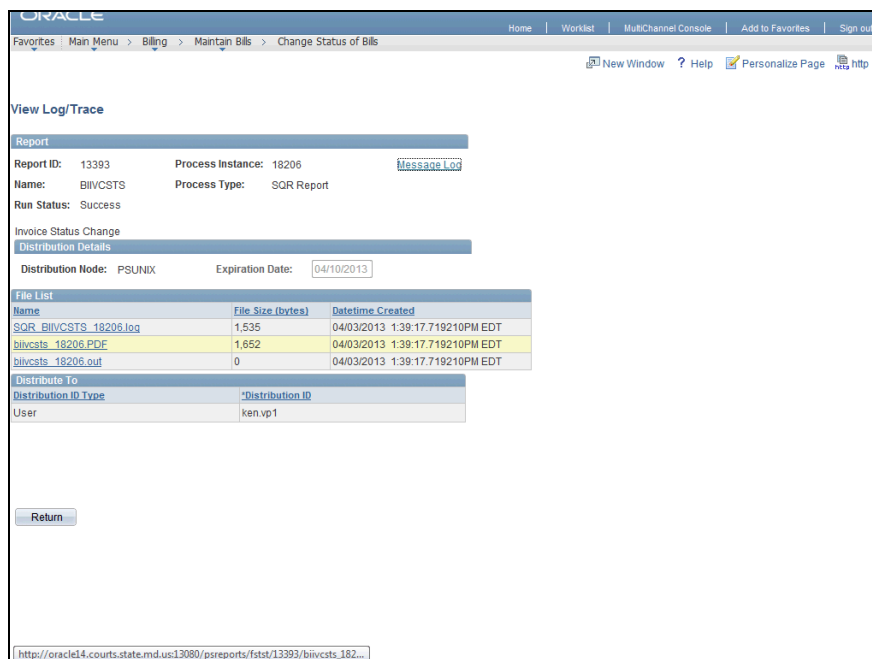
**Run**      **Update Process**

Run Control ID PSKF      ☐ Hold Request  
Location Server      ☐ Queue Request  
Server PSUNIX      ☐ Cancel Request  
Recurrence      ☐ Delete Request  
                                 ☐ Restart Request

**Date/Time**      **Actions**

Request Created On 04/03/2013 1:38:51PM EDT      [Parameters](#)      Transfer  
Run Anytime After 04/03/2013 1:38:48PM EDT      [Message Log](#)  
Began Process At 04/03/2013 1:39:04PM EDT      Batch Timings  
Ended Process At 04/03/2013 1:39:17PM EDT      [View Log/Trace](#)

Step	Action
17.	<p>The <b>Process Detail</b> page displays.</p> <p>Click the <b>View Log/Trace</b> link.</p> <p><a href="#">View Log/Trace</a></p>



**View Log/Trace**

**Report**

Report ID: 13393      Process Instance: 18206      [Message Log](#)  
Name: BIIVCSTS      Process Type: SQR Report  
Run Status: Success

**Invoice Status Change**

**Distribution Details**

Distribution Node: PSUNIX      Expiration Date: 04/10/2013

**File List**

Name	File Size (bytes)	Datetime Created
SQR_BIIVCSTS_18206.log	1,535	04/03/2013 1:39:17.719210PM EDT
biivcsts_18206.pdf	1,652	04/03/2013 1:39:17.719210PM EDT
biivcsts_18206.out	0	04/03/2013 1:39:17.719210PM EDT

**Distribute To**

Distribution ID Type      \*Distribution ID  
User      ken.vp1

[http://oracle14.courts.state.md.us:13080/psreports/fstst/13393/biivcsts\\_182...](http://oracle14.courts.state.md.us:13080/psreports/fstst/13393/biivcsts_182...)

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
18.	<p>The <b>View Log/Trace</b> page displays.</p> <p>Click the <b>biivcsts_18206.PDF</b> link.</p> <p><b>biivcsts_18206.PDF</b></p>

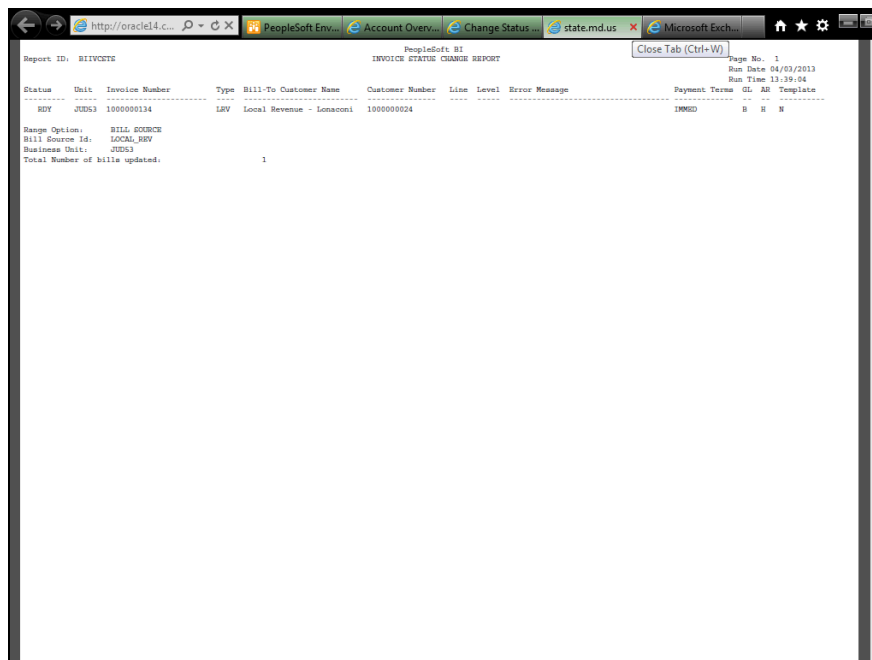
Status	Unit	Invoice Number	Type	Bill-To Customer Name	Customer Number	Line	Level	Error Message	Payment Terms	GL	AR	Template
RDY	JUDS	1000000134	LEV	Local Revenue - Lonsaoni	1000000024				IMMSD	B	R	N


Report ID: BIIVCSTS  
PeopleSoft BI  
INVOICE STATUS CHANGE REPORT  
Page No. 1  
Run Date 04/03/2013  
Run Time 13:39:04

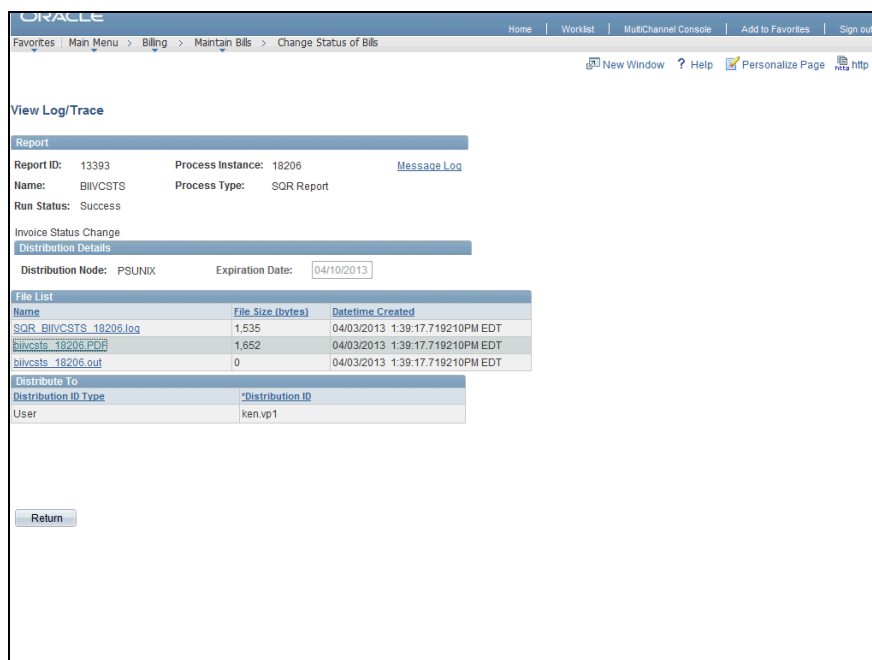
Range Option: BILL SOURCE  
Bill Source Id: LOCAL\_REV  
Business Unit: JUDS  
Total Number of bills updated: 1

Step	Action
19.	<p>The <b>Invoice Status Change Report</b> displays in a separate window. This report displays the bill(s) that were changed to a 'Ready' status.</p> <p>Verify that the <b>Status</b> is "<b>RDY</b>".</p>





Step	Action
20.	Click the <b>Close Tab (Ctrl+W)</b> button. 



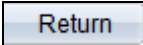
# Training Guide

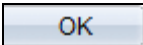
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

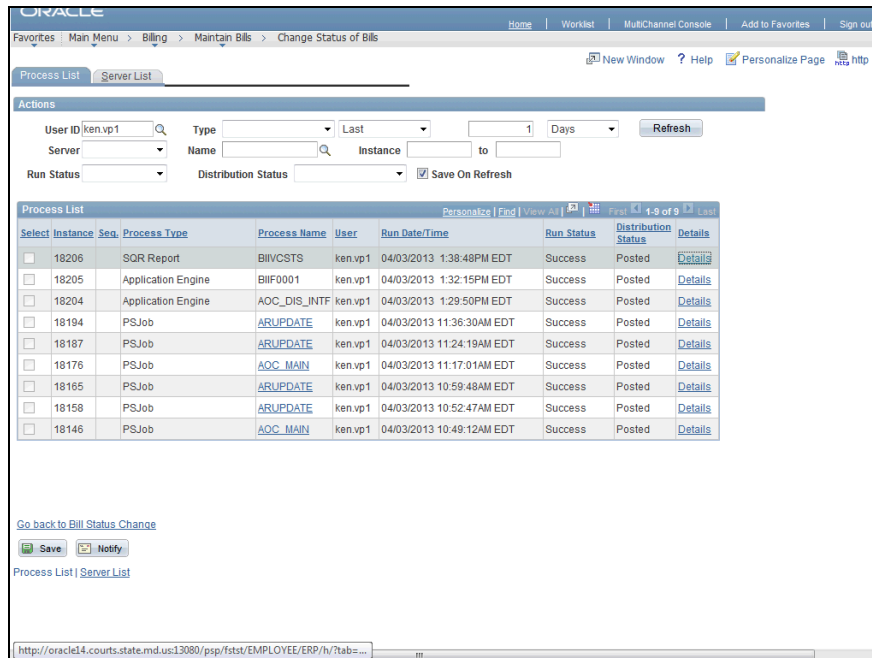


**GEARS**

General Enterprise And Resource Support

Step	Action
21.	<p>The <b>View Log/Trace</b> page displays.</p> <p>Click the <b>Return</b> button.</p> <p></p>

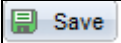
Step	Action
22.	<p>The <b>Process Detail</b> page displays.</p> <p>Click the <b>OK</b> button.</p> <p></p>



Oracle Process List page showing a table of processes. The table includes columns for Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The processes listed are:

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	18206		SQR Report	BIIVCSTS	ken.vp1	04/03/2013 1:38:48PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18205		Application Engine	BIIF0001	ken.vp1	04/03/2013 1:32:15PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18204		Application Engine	AOC_DIS_INTF	ken.vp1	04/03/2013 1:29:50PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18194		PSJob	ARUPDATE	ken.vp1	04/03/2013 11:36:30AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18187		PSJob	ARUPDATE	ken.vp1	04/03/2013 11:24:19AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18176		PSJob	AOC_MAIN	ken.vp1	04/03/2013 11:17:01AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18165		PSJob	ARUPDATE	ken.vp1	04/03/2013 10:59:48AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18158		PSJob	ARUPDATE	ken.vp1	04/03/2013 10:52:47AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	18146		PSJob	AOC_MAIN	ken.vp1	04/03/2013 10:49:12AM EDT	Success	Posted	<a href="#">Details</a>

Below the table, there are buttons for 'Save' and 'Notify', and a link 'Go back to Bill Status Change'.

Step	Action
23.	<p>The <b>Process List</b> page displays.</p> <p>Click the <b>Save</b> button.</p> 
24.	<p>You have successfully completed the <i>Updating the Invoice Status to Ready</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- change the Bill Status</li> <li>- generate an Invoice Status Change report for review</li> </ul> <p><b>End of Procedure.</b></p>

## 8.5 Running the Single Action Invoice Process

Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, **Finalization**, creates the invoice and PDF file for printing, should you choose to print. The next will create the accounting lines for the Revenue distribution.

After completing this topic, you will be familiar with how the:

- Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).
- The Change Status of Bills report is generated in the Finalize and Print process for review.
- The "Load GL Accounting Entries" reports are available for review in the process monitor.




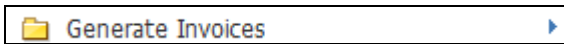
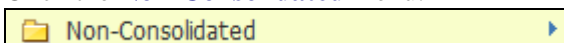
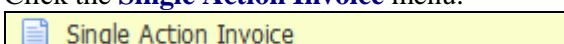
# Training Guide

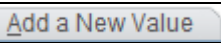
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

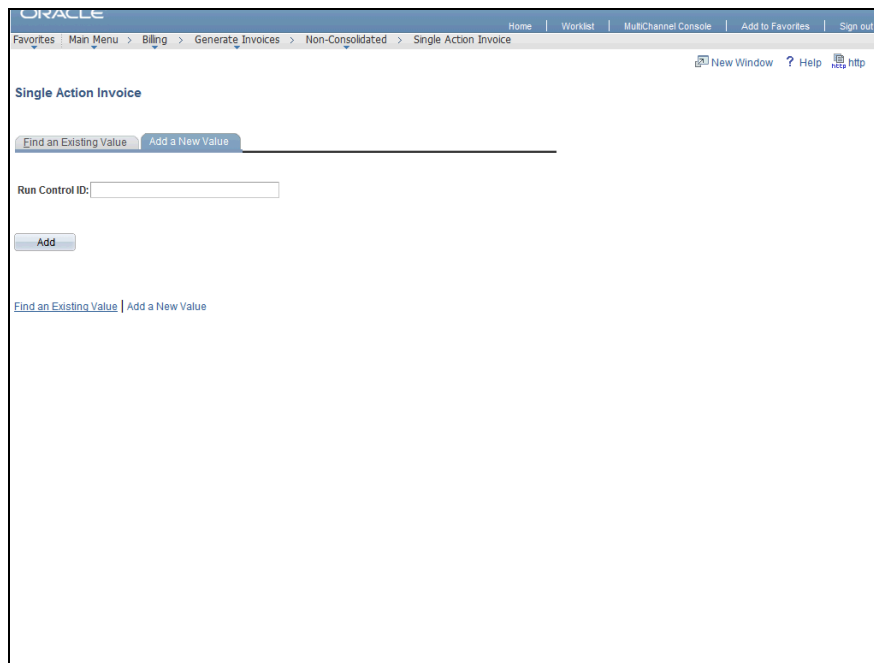


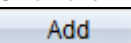
### Procedure

In this topic, you will learn how to execute single action invoice process and review through a report.

Step	Action
1.	Begin by navigating to the <b>Single Action Invoice</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Billing</b> menu. 
4.	Click the <b>Generate Invoices</b> menu. 
5.	Click the <b>Non-Consolidated</b> menu. 
6.	Click the <b>Single Action Invoice</b> menu. 

Step	Action
7.	<p>The <b>Single Action Invoice</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab if there isn't an existing value available.</p> 



Step	Action
8.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter the desired information into the <b>Run Control ID</b> field. Enter "<b>Local_Revenue</b>". However, for this example, enter "<b>PSBIP</b>."</p>
9.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Single Action Invoice | Print Options

Run Control ID: PSBIP | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters

Seq Nbr: 1

Invoice Date Option

☐ Processing Date

☒ User Defined 01/04/2013

Posting Action

☐ Do Not Post

☒ Batch Standard

Range Selection

☒ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher Number

Business Unit: JUD52

☐ Invoice ID

☐ Cust ID

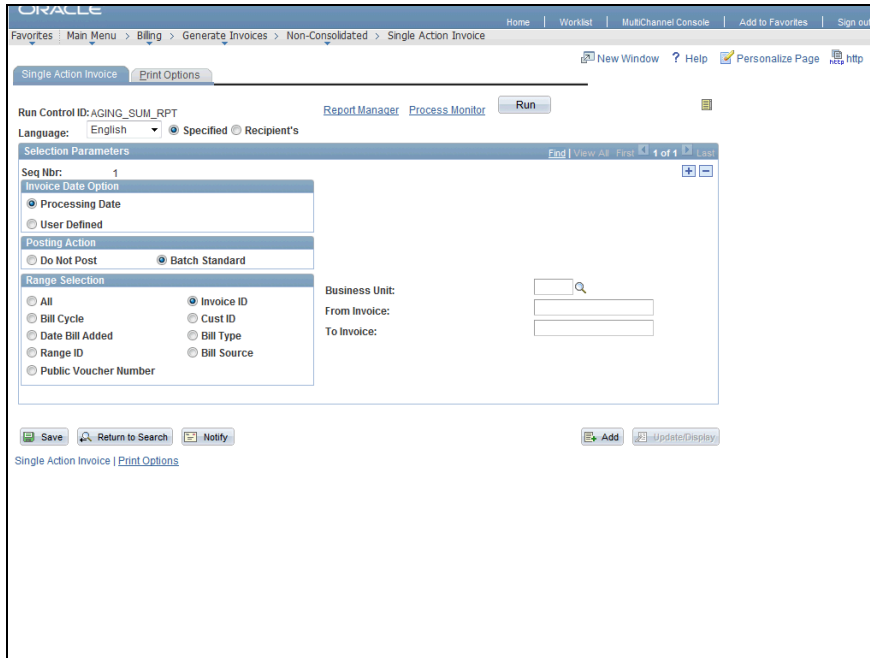
☐ Bill Type

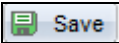

☐ Bill Source

Save | Return to Search | Notify | Add | Update/Display

Single Action Invoice | Print Options

Step	Action
10.	<p>The <b>Single Action Invoice</b> page displays.</p> <p>Click the <b>Processing Date</b> radio button.</p> <p><input checked="" type="radio"/> Processing Date</p>
11.	<p>Click the <b>Batch Standard</b> radio button if it is not already selected.</p> <p><input checked="" type="radio"/> Batch Standard</p>
12.	<p>Click the <b>Invoice ID</b> option.</p> <p><input checked="" type="radio"/> Invoice ID</p>



Step	Action
13.	Enter the appropriate Business Unit information into the <b>Business Unit</b> field. For this example, enter " <b>JUD52</b> ".
14.	Enter the Credit Invoice number you previously created into the <b>From Invoice</b> field. Enter " <b>0000000004</b> ".
15.	Click the <b>Save</b> button. 
16.	Click the <b>Bills To Be Processed</b> icon. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

New Window | Personalize Page | Saved

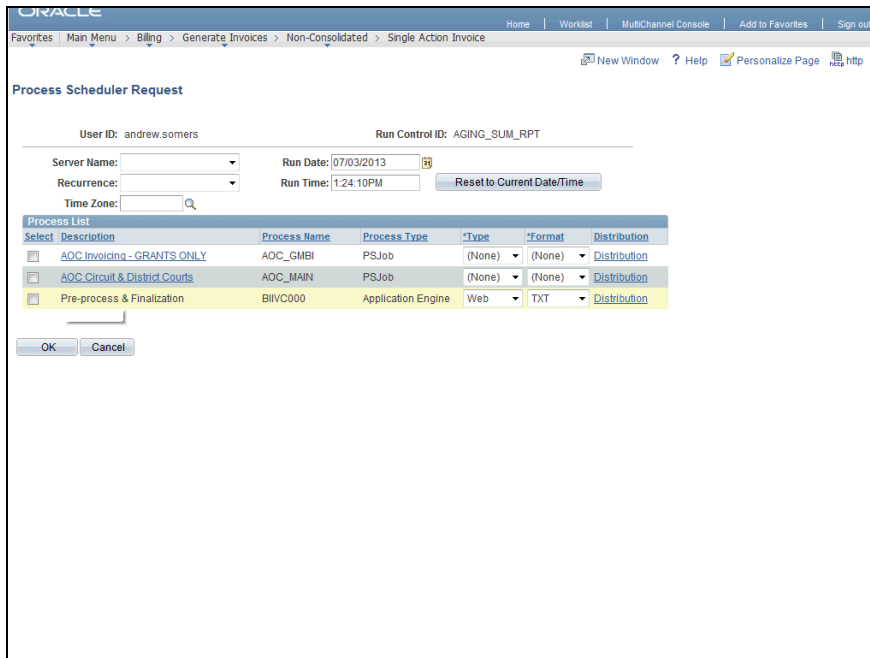
**Bills To Be Processed**


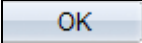
Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
JUD52	0000000004	RDY	JUD52	XMLPUB	X	Print Copy

Return

Step	Action
17.	<p>The <b>Bills To Be Processed</b> page displays.</p> <p>Review the lines being processed.</p> <p>Click the <b>Return</b> button.</p> <p>Return</p>
18.	<p>Click the <b>Run</b> button.</p> <p>Run</p>





Step	Action
19.	<p>the <b>Process Scheduler Request</b> page displays.</p> <p>Click the <b>Select</b> option for <b>AOC Circuit &amp; District Courts</b>.</p> 
20.	<p>Click the <b>OK</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

Single Action Invoice | Print Options

Run Control ID: PSBIP | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's | Process Instance: 13282

Selection Parameters

Seq Nbr: 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☐ Do Not Post

☒ Batch Standard

Range Selection

☒ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher Number

Business Unit: JUD52

Save | Return to Search | Notify | Add | Update/Display

Single Action Invoice | Print Options

Step	Action
21.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

Process List | Server List

Actions

User ID: ken.vp1 | Type: | Last: | 2 Days | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | Save On Refresh


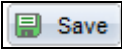
Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13348		PSJob	BLJOB03	ken.vp1	01/07/2013 11:33:26AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	13282		PSJob	BLJOB03	ken.vp1	01/07/2013 10:39:12AM PST	Cancel	N/A	<a href="#">Details</a>
<input type="checkbox"/>	13281		SQR Report	BLIVCST3	ken.vp1	01/07/2013 10:35:33AM PST	Success	Posted	<a href="#">Details</a>

Go back to Single Action Invoice

Save | Notify

Process List | Server List

Step	Action
22.	<p>The <b>Process List</b> displays.</p> <p>Click the <b>Refresh</b> button until the Run Status and Distribution Status are changed.</p> 
23.	<p>Click the <b>Save</b> button once the <b>Run Status</b> is "<b>Success</b>" and the <b>Distribution Status</b> is "<b>Posted</b>".</p> 
24.	To make the invoices to be viewable in the customers account, run the <b>Single Action Invoice</b> process.
25.	<p>You have successfully completed the <i>Run the Single Action Invoice Process</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- execute the single action invoice process</li> <li>- generate report for review</li> </ul> <p><b>End of Procedure.</b></p>

### 8.6 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

After completing this topic, you will learn how to:

- Process the Run AR Update (ARUPDATE)


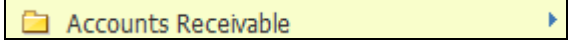
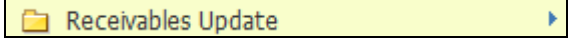
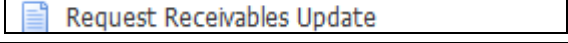
#### Procedure

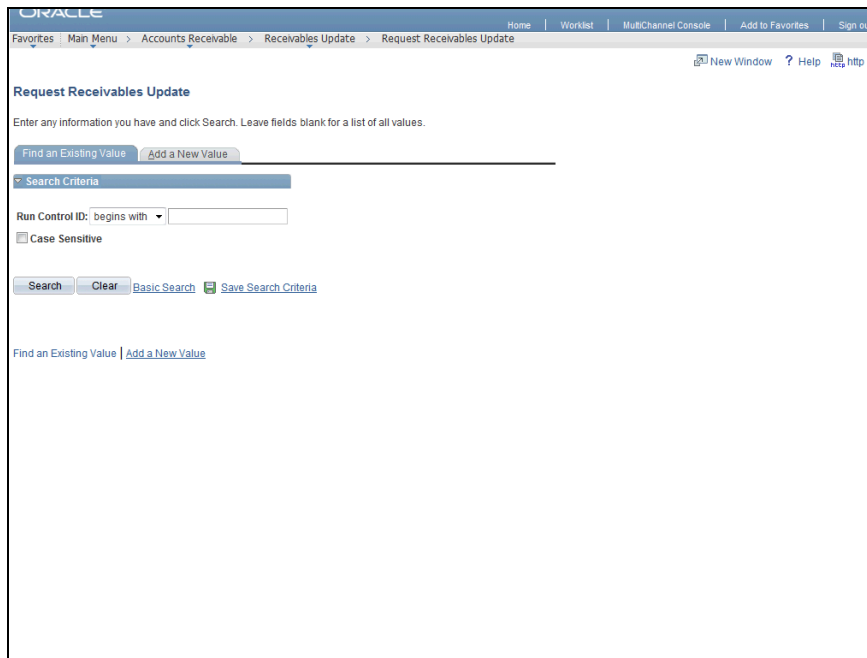
In this topic, you will execute the **AR update (ARUPDATE)**.

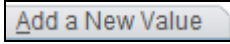
# Training Guide

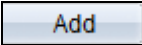
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

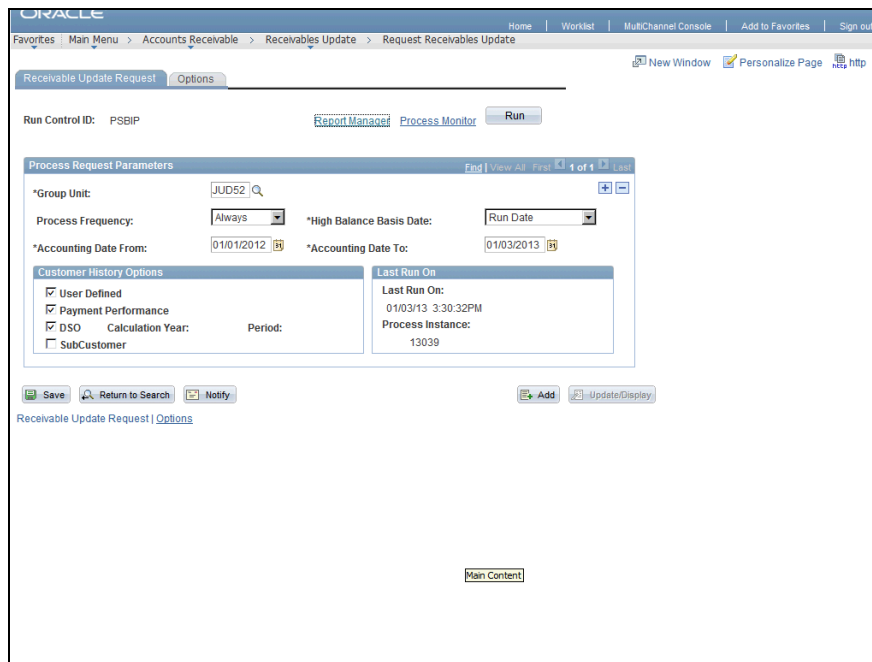


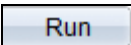
Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Accounts Receivable</b> menu. 
3.	Click the <b>Receivables Update</b> menu. 
4.	Click the <b>Request Receivables Update</b> menu. 



Step	Action
5.	The <b>Request Receivables Update</b> page displays.  <b>NOTE:</b> If you have previously created a run control to run the AR Update process, you can search for the run control using the <b>Find an Existing Value</b> page. Create a new run control if one does not already exist.  lick the <b>Add a New Value</b> tab to add a new run control. 
6.	Enter the desired information into the <b>Run Control ID</b> field.

Step	Action
7.	Click the <b>Add</b> button. 



Step	Action
8.	Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.  Click the <b>Run</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window | Personalize Page | http

### Process Scheduler Request

User ID: ken.vp1      Run Control ID: PSBIP

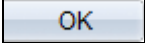
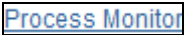
Server Name:       Run Date: 01/03/2013

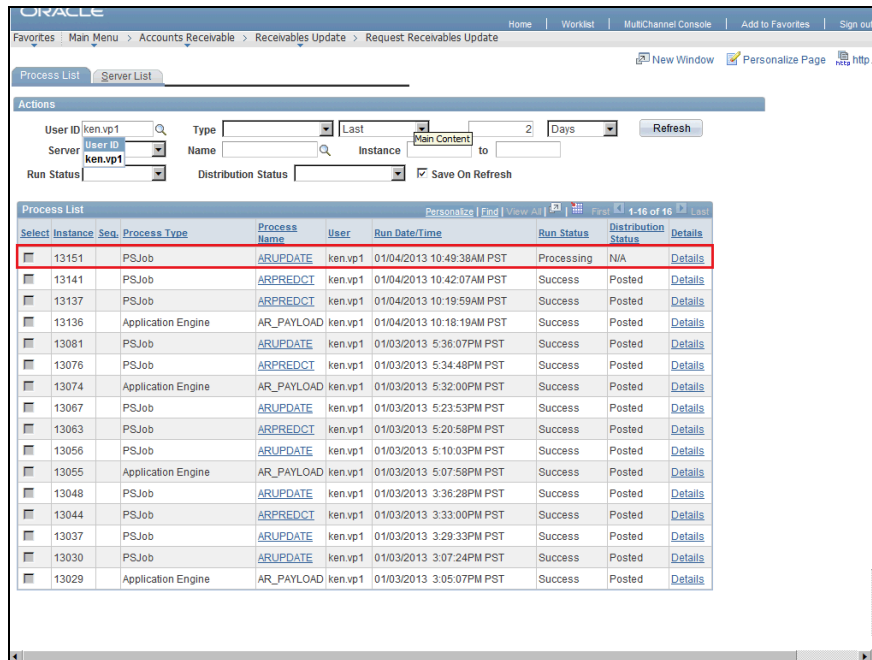
Recurrence:       Run Time: 3:36:28PM      [Reset to Current Date/Time](#)

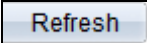
Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

Step	Action
9.	<p>The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.</p> <p>Click the <b>OK</b> button.</p> 
10.	<p>Click the <b>Process Monitor</b> link.</p> 



Step	Action
11.	<p>The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "<b>Processing</b>" and <b>Distribution Status</b> is "<b>N/A</b>".</p> <p>Click the <b>Refresh</b> button.</p> 
12.	<p>Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "<b>Posted</b>".</p>
13.	<p>You have successfully completed the <i>Run AR Update</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- execute the AR Update process</li> </ul> <p><b>End of Procedure.</b></p>

### 8.7 Creating a Refund Worksheet

This step in the process involves creating a Maintenance Worksheet to mark the open items (invoices) as refunds so they can be picked up by the Request Refund Item process to load to AP for disbursement. In this topic, you will create a refund maintenance worksheet.

After completing this topic, you will be able to:

- create a maintenance worksheet for marking open items as refunds



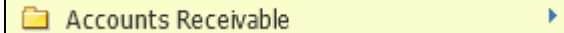

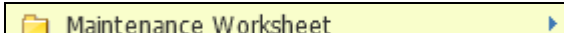
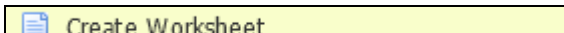
### Procedure

# Training Guide


## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

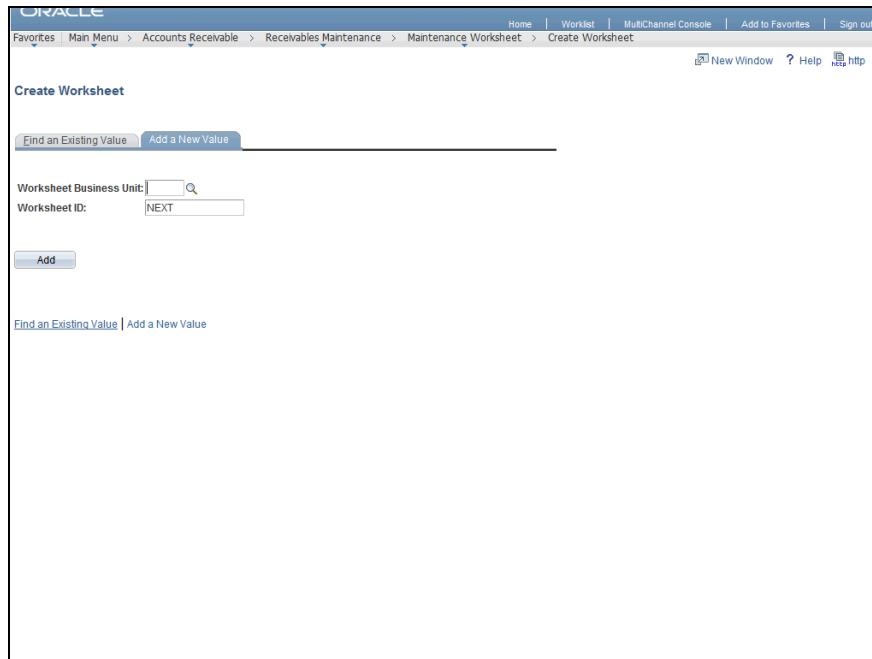


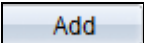
In this topic, you will create a refund worksheet.

Step	Action
1.	Navigate to the <b>Create Worksheet</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Receivables Maintenance</b> menu. 
5.	Click the <b>Maintenance Worksheet</b> menu. 
6.	Click the <b>Create Worksheet</b> menu. 



Step	Action
7.	<p>The <b>Create Worksheet</b> search page displays.</p> <p>Click the <b>Add a New Value</b> tab.</p> 



Step	Action
8.	<p>The <b>Add a New Value</b> tab displays.</p> <p>Enter the desired information into the <b>Worksheet Business Unit</b> field. Enter <b>"jud53"</b>.</p>
9.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



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Oracle AR230 - Managing Customer Billing, Receivables and Customer Payments - District Court

Unit: JUD53 Worksheet ID: NEXT

Customer Criteria: None

Customer Reference

Cust ID: Business Unit: Remit From ID: Corporate ID: Acctg Date: 04/03/2013

Rate Type: CRRNT MICR ID: Link MICR

Reference Criteria: None

Restrict to: All Customers Match Rule: Exact Match Anchor BU:

Item Reference

Qual Code Reference To Reference

Item Inclusion Options


All Items Deduction Items Only Items in Dispute Only Exclude Deduction Items Exclude Collection Items Exclude Dispute Items

Item Selection Filter

Acctg Date From: Acctg Date To: AR Specialist: Deduction Reason: Broker ID:

Worksheet Action

Build Clear Created Date/Time: Number of items in worksheet: 0

Step	Action
10.	<p>The <b>Worksheet Selection</b> page displays.</p> <p>Click the <b>Look up Cust ID</b> button.</p> 

Oracle AR230 - Managing Customer Billing, Receivables and Customer Payments - District Court

Name 1: begins with Credit Analyst: begins with Remit From Customer: begins with Ship To Customer: begins with Corporate Customer: begins with City: begins with State: begins with Postal Code: begins with

Look Up Clear Cancel Basic Lookup

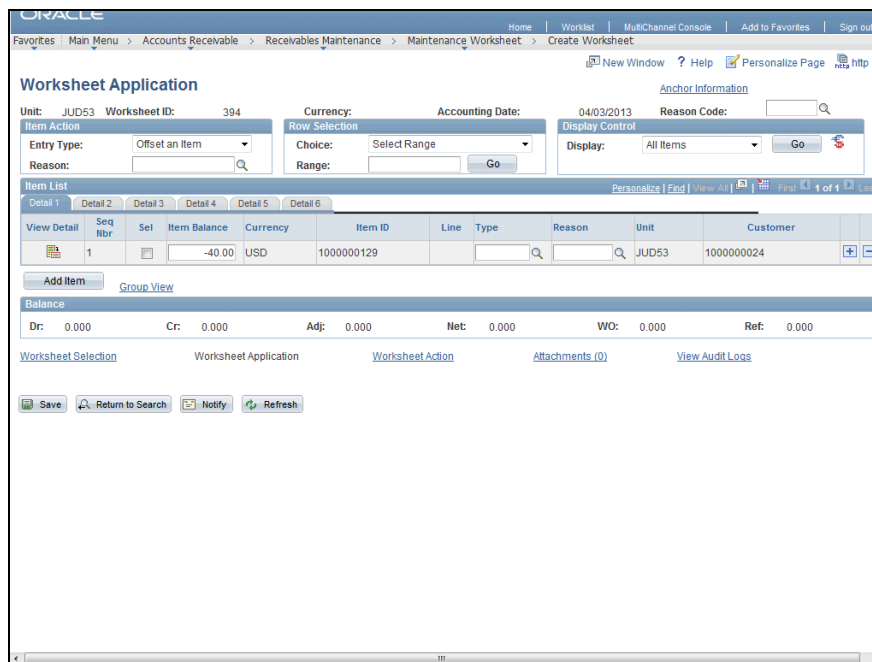
Search Results


View 100

SetID	Customer ID	Short Name	Name 1	Name 2	Alternate Name 1	Credit Analyst	Collector	Remit From Customer	Ship To Cust
SHARE	1000000001	AnnArundelOM	Anne Arundel Office Management	(blank)	(blank)	DEFAULT	DEFAULT	1000000001	Y
SHARE	1000000002	test333	test Customer 333	(blank)	(blank)	DEFAULT	DEFAULT	1000000002	N
SHARE	1000000003	OTC222Test1	OTC222_TestCust1_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000003	Y
SHARE	1000000004	OTC222Test2	OTC222_TestCust2_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000004	Y
SHARE	1000000005	Michelle G	Michelle Gunter	(blank)	(blank)	DEFAULT	DEFAULT	1000000005	Y
SHARE	1000000006	OTC232CUS1	OTC232_TestCust1	(blank)	(blank)	DEFAULT	DEFAULT	1000000006	Y
SHARE	1000000007	OTC232CUS2	OTC232_CUST2	(blank)	(blank)	DEFAULT	DEFAULT	1000000007	Y
SHARE	1000000008	DEFERRED P	DEFERRED PAYMENT CUSTOMER	(blank)	(blank)	DEFAULT	DEFAULT	1000000008	Y
SHARE	1000000009	DEFER-TWO	DEFERRED TWO	(blank)	(blank)	DEFAULT	DEFAULT	1000000009	Y
SHARE	1000000010	Local Cust	Local Customer: escrow local 111	(blank)	(blank)	DEFAULT	DEFAULT	1000000010	N
SHARE	1000000011	Escrow Loc	Escrow local 222	(blank)	(blank)	DEFAULT	DEFAULT	1000000011	N
SHARE	1000000012	Burt Remo	Burt Reynolds	(blank)	(blank)	DEFAULT	DEFAULT	1000000012	Y
SHARE	1000000013	Escrow Cus	Escrow Customer 1	(blank)	(blank)	DEFAULT	DEFAULT	1000000013	N
SHARE	1000000014	John Doe L	John Doe Local Cust	(blank)	(blank)	DEFAULT	DEFAULT	1000000014	N
SHARE	1000000015	Corporate	Corporate Surety Customer 1	(blank)	(blank)	DEFAULT	DEFAULT	1000000015	Y
SHARE	1000000022	NEW	Jane Doe	(blank)	(blank)	DEFAULT	DEFAULT	1000000022	N
SHARE	1000000023	Midland	Local Revenue - Midland	(blank)	(blank)	DEFAULT	DEFAULT	1000000023	N
SHARE	1000000024	Lonaconin	Local Revenue - Lonaconing	(blank)	(blank)	DEFAULT	DEFAULT	1000000024	N

Build Clear Created Date/Time: Number of items in worksheet: 0

Step	Action
11.	<p>The <b>Look Up Cust ID</b> window displays.</p> <p>Click the <b>Local Revenue - Lonaconing</b> link.</p> <p><a href="#">Local Revenue - Lonaconing</a></p>
12.	<p>Click the <b>Build</b> button.</p> <p><a href="#">Build</a></p>




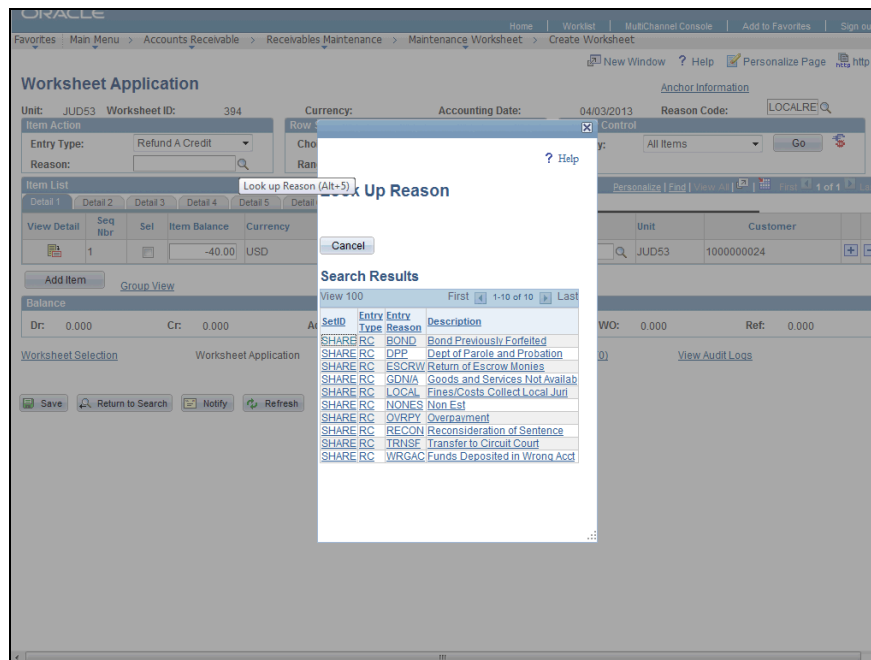
Step	Action
13.	<p>The <b>Worksheet Application</b> page displays.</p> <p>Click the <b>Look up Reason Code</b> button.</p> <p></p>
14.	<p>The <b>Look Up Reason Code</b> window displays.</p> <p>Click the <b>LOCALREV</b> link.</p> <p><a href="#">LOCALREV</a></p>
15.	<p>Click the <b>Entry Type</b> list.</p> <p><a href="#">Offset an Item</a></p>
16.	<p>Click the <b>Refund A Credit</b> list item.</p> <p><a href="#">Refund A Credit</a></p>



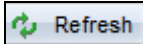
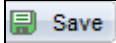

# Training Guide

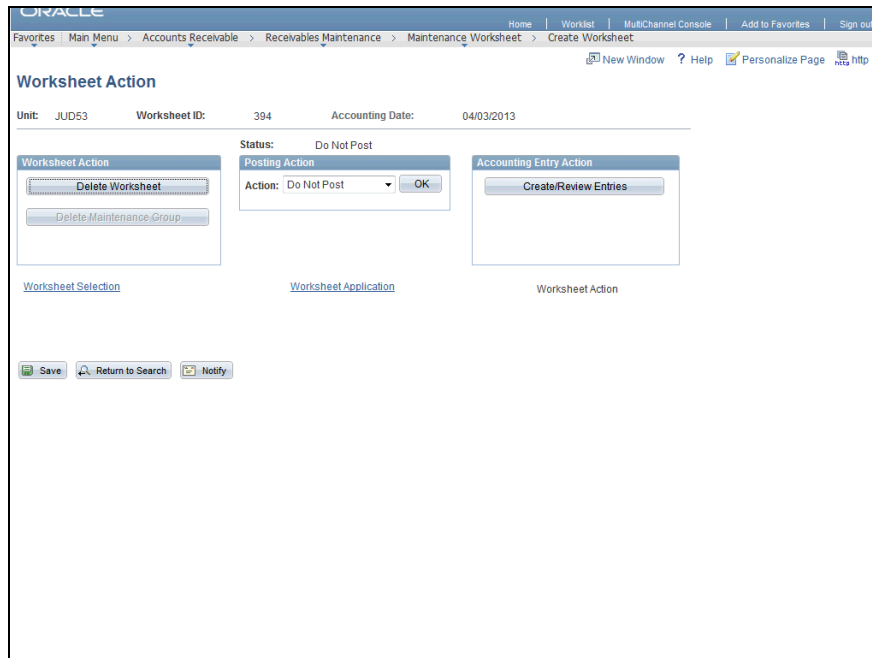
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



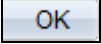
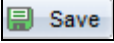


Step	Action
17.	Click the <b>Look up Reason</b> button. 



Step	Action
18.	The <b>Look Up Reason</b> window displays.  Click the <b>LOCAL</b> link. 
19.	Click the <b>Sel</b> option for the line item you want. 
20.	Click the <b>Refresh</b> button. 
21.	Click the <b>Save</b> button. 
22.	Click the <b>Worksheet Action</b> link. 



Step	Action
23.	<p>The <b>Worksheet Action</b> page displays once again.</p> <p>Click the <b>Action</b> list.</p> 
24.	<p>Click the <b>Batch Standard</b> list item.</p> 
25.	<p>Click the <b>OK</b> button.</p> 
26.	<p>Click the <b>Save</b> button.</p> 
27.	<p>You have successfully completed the <i>Creating a Refund Worksheet</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- navigate through and create a refund worksheet</li> </ul> <p><b>End of Procedure.</b></p>

## 8.8 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to be posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.


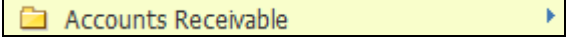
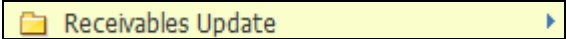

It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

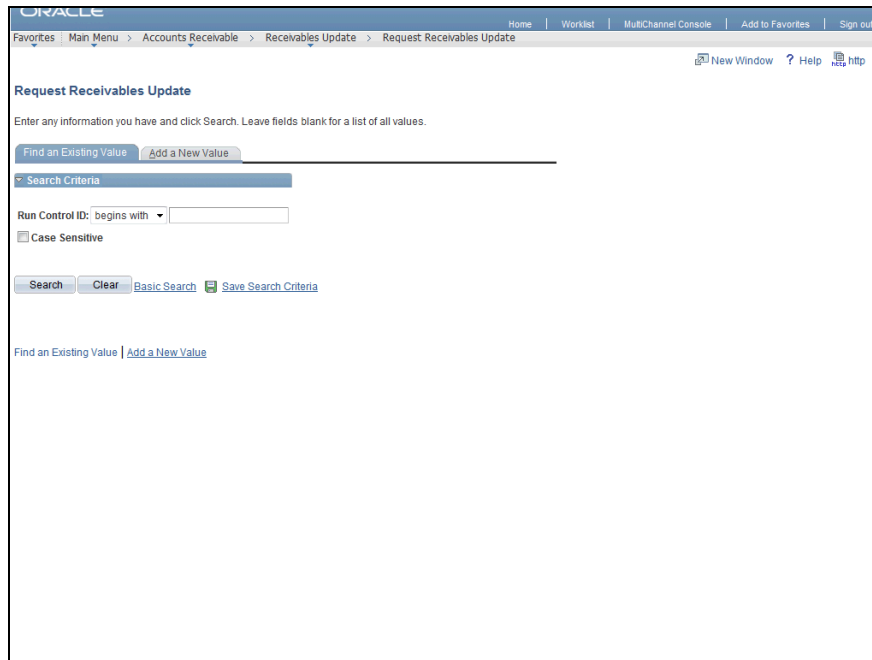
After completing this topic, you will learn how to:

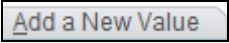
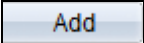
- Process the Run AR Update (ARUPDATE)

### Procedure

In this topic, you will execute the **AR update (ARUPDATE)**.

Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Accounts Receivable</b> menu. 
3.	Click the <b>Receivables Update</b> menu. 
4.	Click the <b>Request Receivables Update</b> menu. 



Step	Action
5.	<p>The <b>Request Receivables Update</b> page displays.</p> <p><b>NOTE:</b> If you have previously created a run control to run the AR Update process, you can search for the run control using the <b>Find an Existing Value</b> page. Create a new run control if one does not already exist.</p> <p>lick the <b>Add a New Value</b> tab to add a new run control.</p> 
6.	Enter the desired information into the <b>Run Control ID</b> field.
7.	<p>Click the <b>Add</b> button.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

Receivable Update Request | Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

\*Group Unit: JUD52

Process Frequency: Always \*High Balance Basis Date: Run Date

\*Accounting Date From: 01/01/2012 \*Accounting Date To: 01/03/2013

Customer History Options

☒ User Defined

☒ Payment Performance

☒ DSO Calculation Year: Period:

☐ SubCustomer

Last Run On:

Last Run On: 01/03/13 3:30:32PM

Process Instance: 13039

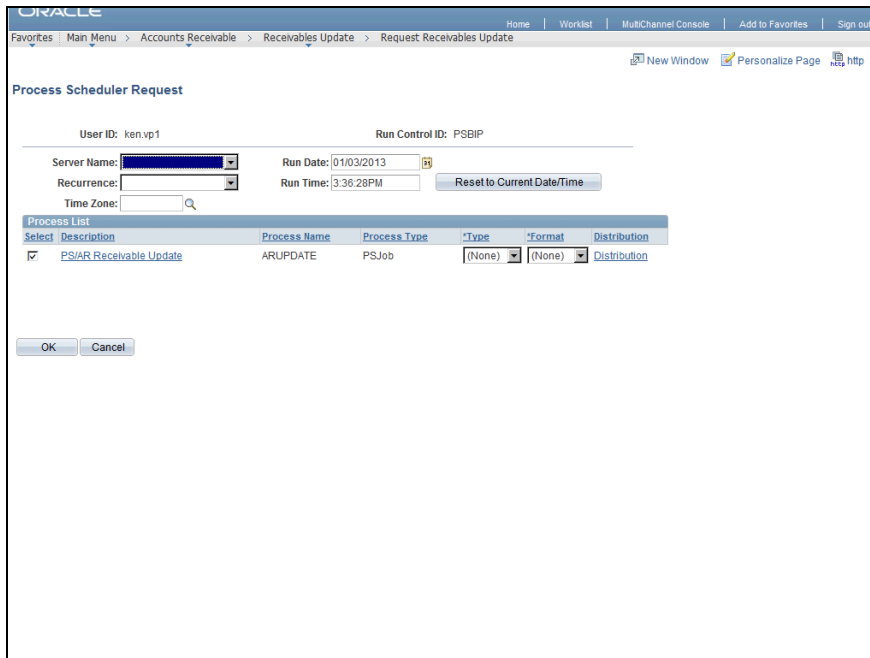
[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

Main Content

Step	Action
8.	<p>Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.</p> <p>Click the <b>Run</b> button.</p> <p><a href="#">Run</a></p>





Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window | Personalize Page | nes http

### Process Scheduler Request

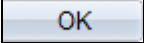
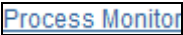
User ID: ken.vp1      Run Control ID: PSBIP

Server Name:       Run Date: 01/03/2013

Recurrence:       Run Time: 3:36:28PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

Step	Action
9.	<p>The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.</p> <p>Click the <b>OK</b> button.</p> 
10.	<p>Click the <b>Process Monitor</b> link.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



<div> <div>Oracle</div> <div> <a href="#">Home</a> <a href="#">Worklist</a> <a href="#">MultiChannel Console</a> <a href="#">Add to Favorites</a> <a href="#">Sign out</a> </div> </div> <div> <a href="#">Favorites</a> <a href="#">Main Menu</a> <a href="#">Accounts Receivable</a> <a href="#">Receivables Update</a> <a href="#">Request Receivables Update</a> </div> <div> <a href="#">New Window</a> <a href="#">Personalize Page</a> <a href="#">http</a> </div>																																																																																																																																																																																			
<div> <div>Process List</div> <div>Server List</div> </div> <div> <div>Actions</div> <div> <div>User ID</div> <div>ken.vp1</div> <div>Type</div> <div>Last</div> <div>2</div> <div>Days</div> <div>Refresh</div> </div> <div> <div>Server</div> <div>ken.vp1</div> <div>Name</div> <div>Instance</div> <div>Main Content</div> <div>to</div> <div></div> </div> <div> <div>Run Status</div> <div></div> <div>Distribution Status</div> <div></div> <div>Save On Refresh</div> </div> </div>																																																																																																																																																																																			
<div> <div>Process List</div> <div>Personalize Find View All 1-16 of 16 Last</div> </div> <table> <tr> <th>Select</th><th>Instance</th><th>Seq</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13151</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/04/2013 10:49:38AM PST</td><td>Processing</td><td>N/A</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13141</td><td></td><td>PSJob</td><td>ARPREDCI</td><td>ken.vp1</td><td>01/04/2013 10:42:07AM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13137</td><td></td><td>PSJob</td><td>ARPREDCI</td><td>ken.vp1</td><td>01/04/2013 10:19:59AM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13136</td><td></td><td>Application Engine</td><td>AR_PAYLOAD</td><td>ken.vp1</td><td>01/04/2013 10:18:19AM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13081</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 5:36:07PM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13076</td><td></td><td>PSJob</td><td>ARPREDCI</td><td>ken.vp1</td><td>01/03/2013 5:34:48PM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13074</td><td></td><td>Application Engine</td><td>AR_PAYLOAD</td><td>ken.vp1</td><td>01/03/2013 5:32:00PM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13067</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 5:23:53PM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" 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PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13037</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 3:29:33PM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13030</td><td></td><td>PSJob</td><td>ARUPDATE</td><td>ken.vp1</td><td>01/03/2013 3:07:24PM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>13029</td><td></td><td>Application Engine</td><td>AR_PAYLOAD</td><td>ken.vp1</td><td>01/03/2013 3:05:07PM PST</td><td>Success</td><td>Posted</td><td>Details</td></tr> </table>										Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input checked="" type="checkbox"/>	13151		PSJob	ARUPDATE	ken.vp1	01/04/2013 10:49:38AM PST	Processing	N/A	Details	<input checked="" type="checkbox"/>	13141		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:42:07AM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13137		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:19:59AM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13136		Application Engine	AR_PAYLOAD	ken.vp1	01/04/2013 10:18:19AM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13081		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:36:07PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13076		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:34:48PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13074		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:32:00PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13067		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:23:53PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13063		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:20:58PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13056		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:10:03PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13055		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:07:58PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13048		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:36:28PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13044		PSJob	ARPREDCI	ken.vp1	01/03/2013 3:33:00PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13037		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:29:33PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13030		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:07:24PM PST	Success	Posted	Details	<input checked="" type="checkbox"/>	13029		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 3:05:07PM PST	Success	Posted	Details
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<input checked="" type="checkbox"/>	13063		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:20:58PM PST	Success	Posted	Details																																																																																																																																																																										
<input checked="" type="checkbox"/>	13056		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:10:03PM PST	Success	Posted	Details																																																																																																																																																																										
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<input checked="" type="checkbox"/>	13048		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:36:28PM PST	Success	Posted	Details																																																																																																																																																																										
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<input checked="" type="checkbox"/>	13029		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 3:05:07PM PST	Success	Posted	Details																																																																																																																																																																										

Step	Action
11.	<p>The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "<b>Processing</b>" and <b>Distribution Status</b> is "<b>N/A</b>".</p> <p>Click the <b>Refresh</b> button.</p> <div>Refresh</div>
12.	<p>Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "<b>Posted</b>".</p>
13.	<p>You have successfully completed the <i>Run AR Update</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- execute the AR Update process</li> </ul> <p><b>End of Procedure.</b></p>

## 8.9 Verifying the Customer's Account



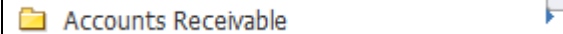

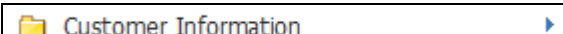
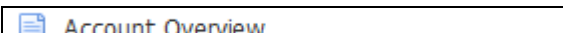
After the item (invoice) is marked for a refund, this is reflected on the customer's account. You should see the refund amount "cancel out" the item amount when viewing the item on the customer's account, which in this case is a court Business Unit. In this topic, you will verify the customer's account.

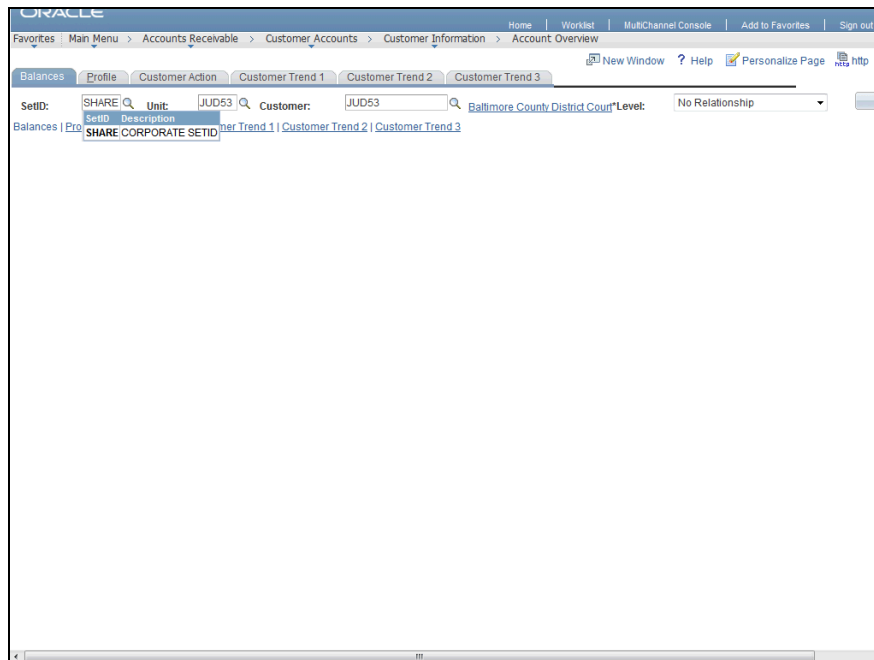
After completing this topic, you will be familiar with:

- Verifying a customer's account

## Procedure

In this topic, you will learn how to review and verify a customer account.


Step	Action
1.	Navigate to the <b>Account Overview</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Customer Accounts</b> menu. 
5.	Click the <b>Customer Information</b> menu. 
6.	Click the <b>Account Overview</b> menu. 

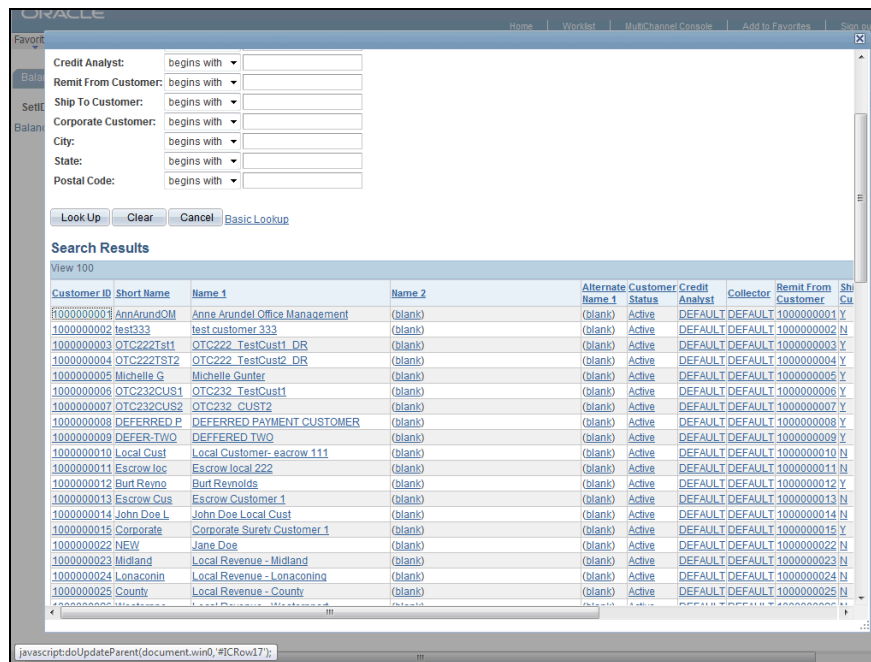



# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
7.	The <b>Account Overview</b> search page displays.  Enter the desired information into the <b>Unit</b> field. Enter " <b>JUD53</b> ".
8.	Click the <b>Look up Customer</b> button. 



Step	Action
9.	The <b>Look Up Customer</b> window displays.  Click the <b>Local Revenue - Lonaconing</b> link. <a href="#">Local Revenue - Lonaconing</a>
10.	Click the <b>Search</b> button. 

The screenshot shows the Oracle AR230 Customer Information page. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview. The page has tabs for Balances, Profile, Customer Action, Customer Trend 1, Customer Trend 2, and Customer Trend 3. The 'Balances' tab is active. Search criteria include SetID: SHARE, Unit: JUD53, Customer: 1000000024, and Local Revenue - Lonaconing Level: No Relationship. The 'Most Recent Activity' table shows one entry: Item ID 1000000129, Date 04/02/2013, Amount -40.00, Currency USD. Below this is a summary table with columns Count, Amount, and Currency. The summary table includes rows for Pay History Days, Credit Limit, Balance, Show Outstanding Items, Deductions, Disputed, Doubtful, Collections, Vendor Balance, Draft Amount, High Balance YTD, Sales YTD, and Last Year Sales. The Balance row shows a count of 0 and an amount of 0.00 USD. The Vendor Balance row shows a count of 1 and an amount of 40.00 USD. At the bottom, there are buttons for View Adjusted Balance, Pay Balance by Credit Card, and Summary Aging.

Count	Amount	Currency
Pay History Days:	0.00	
Credit Limit:	0.00	USD
Balance:	0	0.00 USD
Show Outstanding Items:	0	0.00 USD
Deductions:	0	0.00 USD
Disputed:	0	0.00 USD
Doubtful:	0	0.00 USD
Collections:	0	0.00 USD
Vendor Balance:	1	40.00 USD
Draft Amount:	0	0.00 USD
High Balance YTD:	0.00	USD
Sales YTD:	0.00	USD
Last Year Sales:	0.00	USD



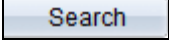
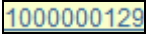
Step	Action
11.	<p>The search results displays below.</p> <p>Click the <b>Balance</b> link.</p> <p><b>Balance</b></p>

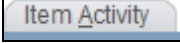
The screenshot shows the Oracle AR230 Advanced Search page. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview. The page has tabs for Item List and Advanced Search. The 'Advanced Search' tab is active. Search criteria include SetID: SHARE, Unit: JUD53, Customer: 1000000024, and Local Revenue - Lonaconing Level: No Relationship. The 'Status' dropdown is set to 'Open'. There are buttons for Search, Advanced Search, Add Conversation, Row Selection, and Item Action. The 'Row Selection' section has a Range dropdown, GO, Select All, and Deselect All buttons. The 'Item Action' section has a Select Action dropdown and GO button. Below these is a 'Search Result Totals' section with fields for Debits, Credits, Total, and Selected, and a Currency dropdown. At the bottom, there are buttons for Cancel and Item List | Advanced Search.

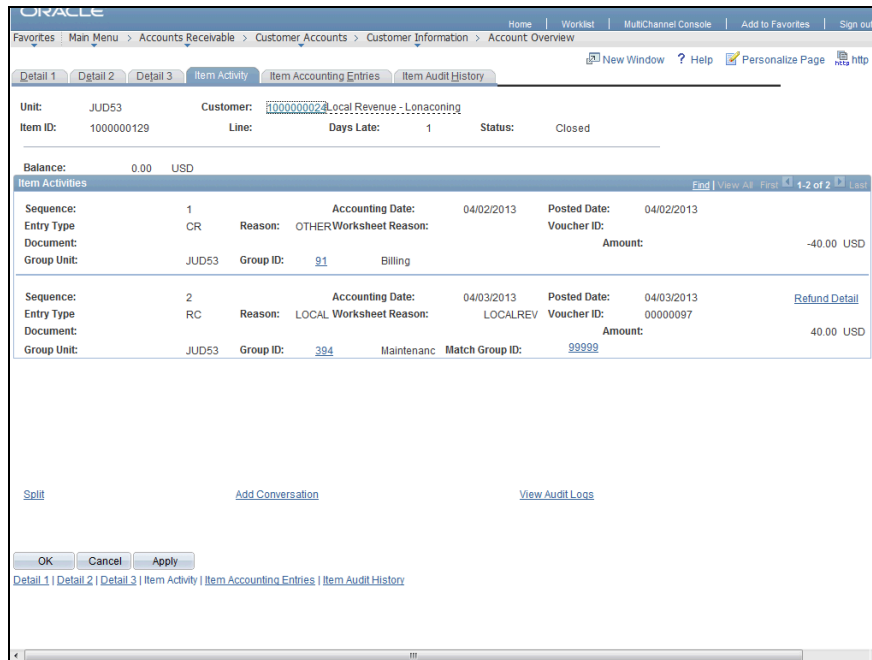
# Training Guide

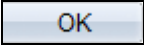
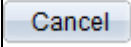
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
12.	The <b>Balance - Item List</b> displays.  Click the <b>Status</b> list. 
13.	Click the <b>All</b> list item. 
14.	Click the <b>Search</b> button. 
15.	Click the <b>1000000129</b> link. 

Step	Action
16.	The <b>List Item - Detail 1</b> page displays.  Click the <b>Item Activity</b> link. 



Step	Action
17.	<p>The <b>Item Activity</b> tab displays.</p> <p>This tab shows the credit invoice from Billing and the Accounts Receivable refund. Review this information.</p>
18.	<p>Click the <b>OK</b> button.</p> 
19.	<p>The <b>Item List</b> page displays.</p> <p>Click the <b>Cancel</b> button.</p> 
20.	<p>You have successfully completed the <i>Verifying the Customer's Account</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- Navigate to and verify a customer's account</li> </ul> <p><b>End of Procedure.</b></p>

### 8.10 Loading to AP for Voucher Creation

In this topic, you will load to AP to create a voucher. This step uses delivered functionality to "refund" the "customer's" on-account open-item.

After completing this topic, you will be able to:

- Load to AP to create a voucher



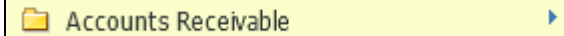

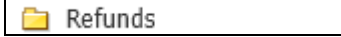
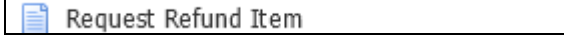
# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



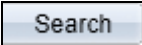

### Procedure

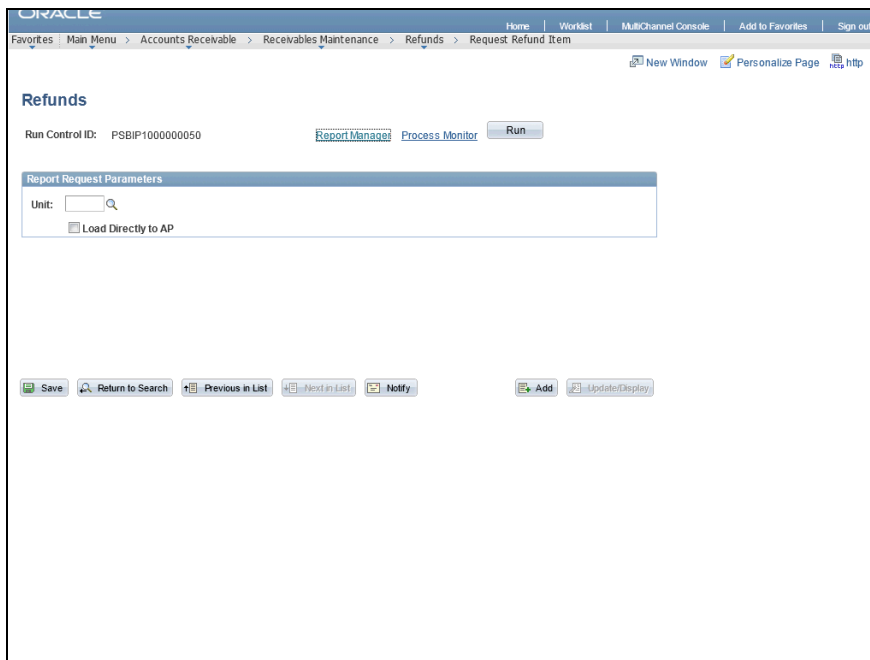
In this topic, you will load to AP to create a voucher.


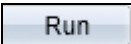
Step	Action
1.	Navigate to the <b>Refunds</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Accounts Receivable</b> menu. 
4.	Click the <b>Receivables Maintenance</b> menu. 
5.	Click the <b>Refunds</b> menu. 
6.	Click the <b>Request Refund Item</b> menu. 





Step	Action
7.	The <b>Request Refund Item</b> search page displays.  Click the <b>Search</b> button. 
8.	Click the <b>PSBIP1000000050</b> link. 



Step	Action
9.	The <b>Refunds</b> page displays.  Enter the desired information into the <b>Unit</b> field. Enter " <b>jud52</b> ".
10.	Click the <b>Load Directly to AP</b> option. 
11.	Click the <b>Run</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item

New Window | Personalize Page | Saved

### Process Scheduler Request


User ID: ken.vp1 | Run Control ID: PSBIP1000000050

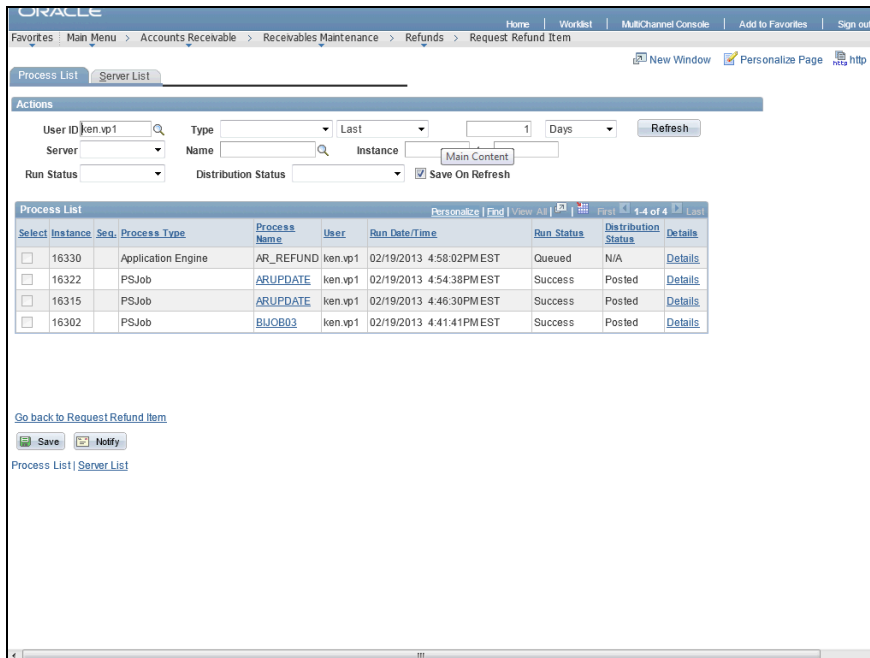
Server Name:  | Run Date: 02/19/2013 |

Recurrence:  | Run Time: 4:58:02PM |

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AR_REFUND	AR_REFUND	Application Engine	Web	TXT	Distribution

Step	Action
12.	<p>The <b>Process Scheduler Request</b> page displays.</p> <p>Click the <b>OK</b> button.</p> 
13.	<p>Click the <b>Process Monitor</b> link.</p> <p><a href="#">Process Monitor</a></p>



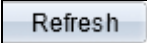


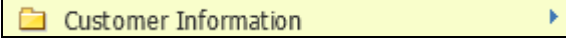
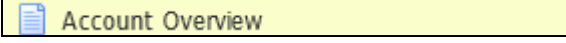
Oracle  
 Favorites Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item  
 Home Worklist MultiChannel Console Add to Favorites Sign out  
 New Window Personalize Page http

Process List Server List

Actions  
 User ID: ken.vp1 Type: Last: 1 Days Refresh  
 Server: Name: Instance: Main Content  
 Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	16330		Application Engine	AR_REFUND	ken.vp1	02/19/2013 4:58:02PM EST	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	16322		PSJob	ARUPDATE	ken.vp1	02/19/2013 4:54:38PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	16315		PSJob	ARUPDATE	ken.vp1	02/19/2013 4:46:30PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	16302		PSJob	BLJOB03	ken.vp1	02/19/2013 4:41:41PM EST	Success	Posted	<a href="#">Details</a>

Go back to Request Refund Item  
 Save Notify  
 Process List | Server List

Step	Action
14.	The <b>Process List</b> displays.  Click the <b>Refresh</b> button. 
15.	Click the <b>Accounts Receivable</b> menu once the Run Status reads <b>Success</b> and the Distribution Status reads <b>Posted</b> . 
16.	Click the <b>Customer Accounts</b> menu. 
17.	Click the <b>Customer Information</b> menu. 
18.	Click the <b>Account Overview</b> menu. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

SetID: SHARE Unit: JUD52 Customer: 1000000012 Burt Reynolds\*Level: No Relationship Search

Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

Step	Action
19.	<p>The <b>Account Overview - Balances</b> page displays.</p> <p>Click the <b>Search</b> button.</p> <div>Search</div>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

SetID: SHARE Unit: JUD52 Customer: 1000000012 Burt Reynolds\*Level: No Relationship Search

Add Conversation Display Currency

Item ID	Item ID	Date	Amount	Currency	Amount	Currency
Item ID:	1000000054	02/19/2013	-200.00	USD	-200.00	USD

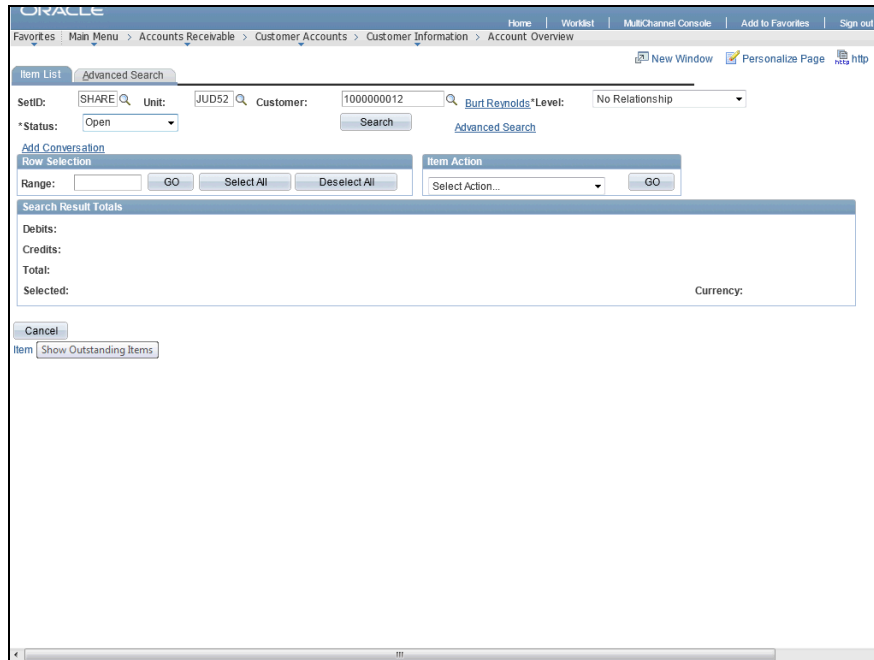
	Count	Amount	Currency	Amount	Currency
Pay History Days:		0.00			
Credit Limit:		0.00	USD	0.00	USD
Balance:	0	0.00	USD	0.00	USD
Past Due:	0	0.00	USD	0.00	USD
Deductions:	0	0.00	USD	0.00	USD
Disputed:	0	0.00	USD	0.00	USD
Doubtful:	0	0.00	USD	0.00	USD
Collections:	0	0.00	USD	0.00	USD
Vendor Balance:	0	0.00	USD	0.00	USD
Draft Amount:	0	0.00	USD	0.00	USD
High Balance YTD:		0.00	USD	0.00	USD
Sales YTD:		0.00	USD	0.00	USD
Last Year Sales:		0.00	USD	0.00	USD

View Adjusted Balance Pay Balance by Credit Card

Summary Aging Find | View All First 4 of 1 Last

Aging Chart

Step	Action
20.	Click the <b>Balance</b> link. <a href="#">Balance</a>



Step	Action
21.	The <b>Item List</b> page displays. Click the <b>Status</b> list. <a href="#">Open</a>
22.	Click the <b>All</b> list item. <a href="#">All</a>
23.	Click the <b>Search</b> button. <a href="#">Search</a>
24.	Click the <b>1000000054</b> link. <a href="#">1000000054</a>
25.	The <b>Item - Detail 1</b> page displays. Click the <b>Item Activity</b> tab.

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Detail 1 | Detail 2 | Detail 3 | **Item Activity** | Item Accounting Entries | Item Audit History

Unit: JUD52 Customer: 1000000072 Burt Reynolds  
 Item ID: 1000000054 Line: Days Late: Status: Closed

Balance: 0.00 USD

**Item Activities** Find | View All | Page 4-2 of 2 | Last

Sequence:	1	Accounting Date:	02/19/2013	Posted Date:	02/19/2013
Entry Type:	CR	Reason:	DEFLT Worksheet Reason:	Voucher ID:	
Document:				Amount:	-200.00 USD
Group Unit:	JUD52	Group ID:	61	Billing	
Sequence:	2	Accounting Date:	02/19/2013	Posted Date:	02/19/2013
Entry Type:	RC	Reason:	OVPRY Worksheet Reason:	Voucher ID:	
Document:			REFUND	Amount:	200.00 USD
Group Unit:	JUD52	Group ID:	62	Maintenanc	Match Group ID: 99999

[Split](#) [Add Conversation](#) [View Audit Log](#)

OK Cancel Apply

[Detail 1](#) | [Detail 2](#) | [Detail 3](#) | [Item Activity](#) | [Item Accounting Entries](#) | [Item Audit History](#)

Step	Action
26.	The <b>Item Activity</b> page displays.  Review the information on the page.
27.	You have successfully completed the <i>Loading to AP for Voucher Creation</i> topic.  You have learned how to: - load to AP from AR <b>End of Procedure.</b>

### 8.11 Running the AR Update

Upon completion of the Single Action Invoice process, the Receivable Update (**ARUPDATE**) process should be run in order for any Escrow payments to posted to the local customer's account. The **Run AR Update (ARUPDATE)** process also posts any maintenance worksheets in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.

It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.


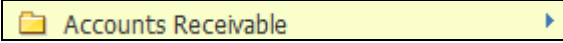
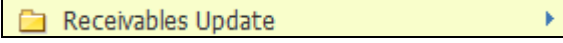
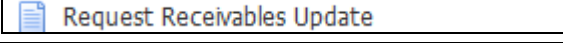
It is also important not to run multiple instances of ARUPDATE for a given business unit at the same time. This is not recommended and may result in system issues.

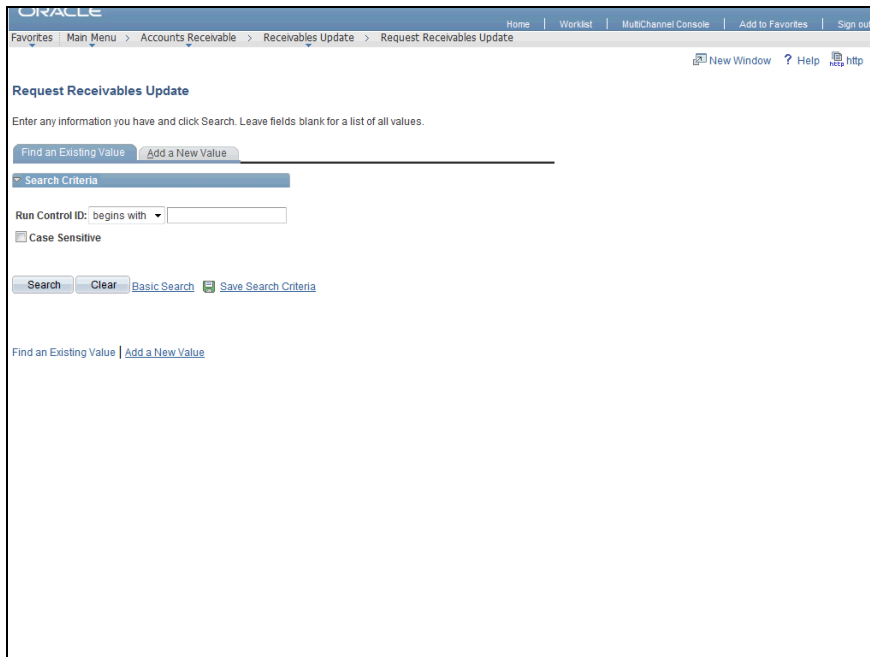
After completing this topic, you will learn how to:

- Process the Run AR Update (ARUPDATE)

## Procedure

In this topic, you will execute the **AR update (ARUPDATE)**.

Step	Action
1.	Begin by navigating to the <b>Request Receivables Update</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Accounts Receivable</b> menu. 
3.	Click the <b>Receivables Update</b> menu. 
4.	Click the <b>Request Receivables Update</b> menu. 

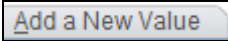
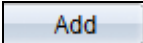


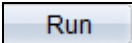
The screenshot shows the Oracle Request Receivables Update page. The breadcrumb trail at the top reads: Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update. The page title is "Request Receivables Update". Below the title, there is a search bar with "Find an Existing Value" and "Add a New Value" buttons. A "Search Criteria" section is visible, containing a "Run Control ID: begins with" dropdown menu and a "Case Sensitive" checkbox. At the bottom of the search criteria section, there are "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons. The page also includes a "New Window" button, a "Help" icon, and a "http" icon.

# Training Guide

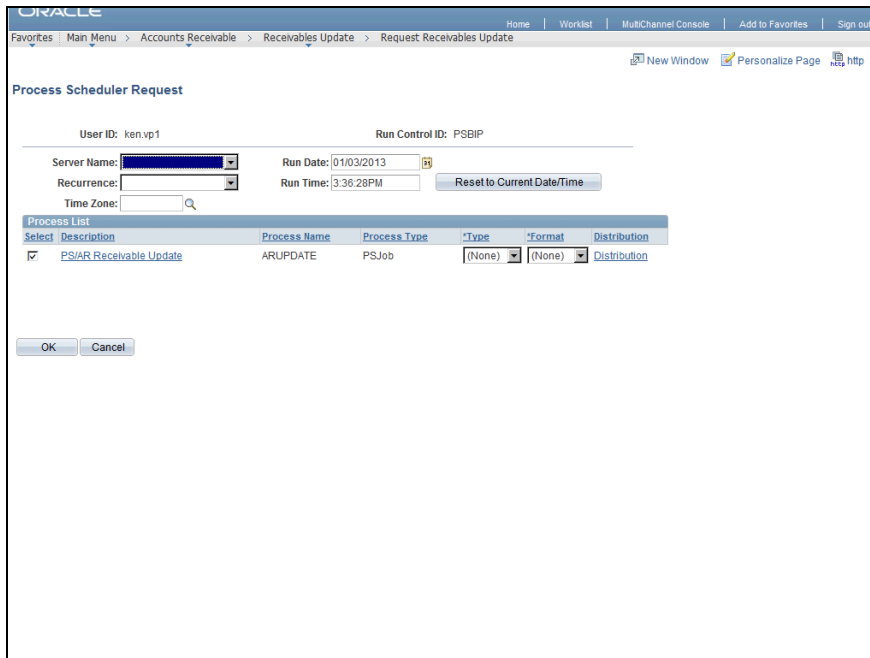
## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
5.	<p>The <b>Request Receivables Update</b> page displays.</p> <p><b>NOTE:</b> If you have previously created a run control to run the AR Update process, you can search for the run control using the <b>Find an Existing Value</b> page. Create a new run control if one does not already exist.</p> <p>lick the <b>Add a New Value</b> tab to add a new run control.</p> 
6.	Enter the desired information into the <b>Run Control ID</b> field.
7.	<p>Click the <b>Add</b> button.</p> 

Step	Action
8.	<p>The <b>Receivables Update Request</b> page displays.</p> <p>Make sure the <b>Run Control</b> settings are consistent with the values and selections in the screenshot. Adjust the <b>Accounting Date From</b> and <b>Accounting Date To</b> values so that they include the dates of the transactions you processed.</p> <p>Click the <b>Run</b> button.</p> 





Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window | Personalize Page | nes http

### Process Scheduler Request

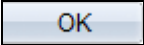

User ID: ken.vp1      Run Control ID: PSBIP

Server Name:       Run Date: 01/03/2013

Recurrence:       Run Time: 3:36:28PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

Step	Action
9.	<p>The <b>Process Scheduler Request</b> page displays. Use this page to enter and schedule your request.</p> <p>Click the <b>OK</b> button.</p> 
10.	<p>Click the <b>Process Monitor</b> link.</p> 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	13151		PSJob	ARUPDATE	ken.vp1	01/04/2013 10:49:38AM PST	Processing	N/A	Details
<input checked="" type="checkbox"/>	13141		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:42:07AM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13137		PSJob	ARPREDCI	ken.vp1	01/04/2013 10:19:59AM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13136		Application Engine	AR_PAYLOAD	ken.vp1	01/04/2013 10:18:19AM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13081		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:36:07PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13076		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:34:48PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13074		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:32:00PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13067		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:23:53PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13063		PSJob	ARPREDCI	ken.vp1	01/03/2013 5:20:58PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13056		PSJob	ARUPDATE	ken.vp1	01/03/2013 5:10:03PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13055		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 5:07:58PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13048		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:36:28PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13044		PSJob	ARPREDCI	ken.vp1	01/03/2013 3:33:00PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13037		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:29:33PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13030		PSJob	ARUPDATE	ken.vp1	01/03/2013 3:07:24PM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	13029		Application Engine	AR_PAYLOAD	ken.vp1	01/03/2013 3:05:07PM PST	Success	Posted	Details

Step	Action
11.	<p>The <b>Process List</b> page displays. This example shows the ARUPDATE process <b>Run Status</b> is "<b>Processing</b>" and <b>Distribution Status</b> is "<b>N/A</b>".</p> <p>Click the <b>Refresh</b> button.</p> <div>Refresh</div>
12.	<p>Verify that the <b>Accounts Receivable</b> process has been run and has a <b>Distribution Status</b> of "<b>Posted</b>".</p>
13.	<p>You have successfully completed the <i>Run AR Update</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> <li>- execute the AR Update process</li> </ul> <p><b>End of Procedure.</b></p>

## Lesson 9: Processing Revenue Refunds

### Lesson Overview:

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make user of 99-99-9999 which will not be sent to GAD for new vendor approval.

### Lesson Objectives:

After completing this lesson, you will be familiar with:

- Processing Revenue Refunds

### 9.1 Processing Revenue Refunds

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make use of 99-99-9999 which will not be sent to GAD for new vendor approval.

Workflow for local court voucher entry has already been defined and will be utilized with this process also. The court AP specialist will enter the voucher, which will then be routed to the court Supervisor for approval. Upon approval of the Court Supervisor the voucher will then be routed to DBF where they will review the information for final processing to GAD.





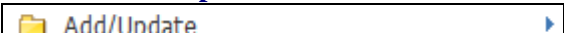
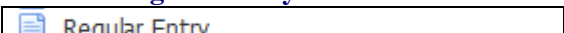
The attachment of the Court Approved Refund document is available via the Single Pay Invoice. The Invoice number will be the Case Number when one exists. In this topic, you will learn how to process a revenue refund.

After completing this topic, you will be familiar with:

- Processing revenue refunds

### Procedure

In this topic, you will learn how to process a revenue refund.

Step	Action
1.	Begin by navigating to the <b>Voucher</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Menu sort</b> button. 
3.	Click the <b>Accounts Payable</b> menu. 
4.	Click the <b>Vouchers</b> menu. 
5.	Click the <b>Add/Update</b> menu. 
6.	Click the <b>Regular Entry</b> menu. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help http

### Voucher

Find an Existing Value | Add a New Value

Business Unit: MJUD

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

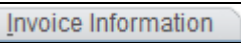
Misc Charge Amount: 0.00

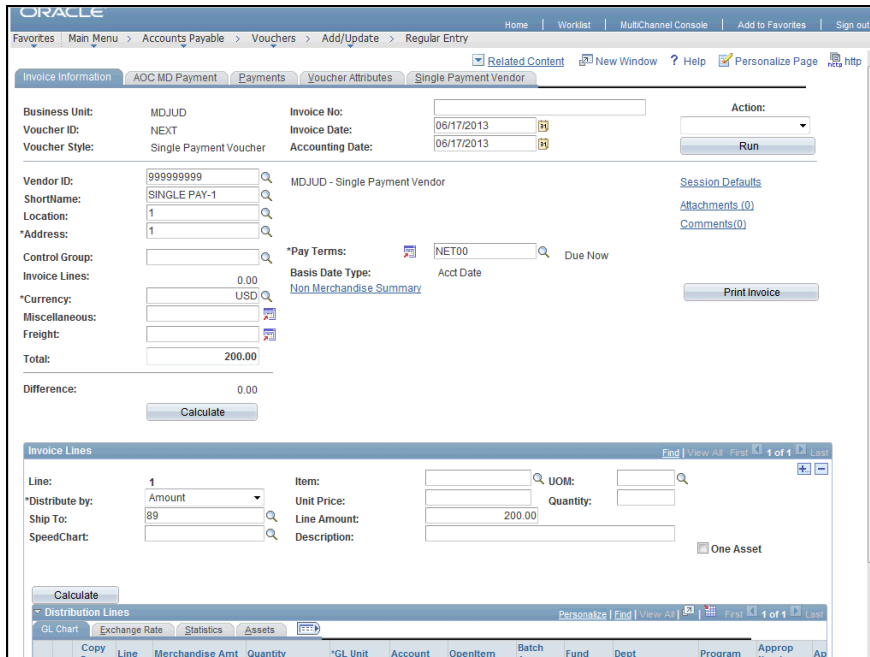
Estimated No. of Invoice Lines: 1


Add

Find an Existing Value | Add a New Value

Step	Action
7.	The <b>Voucher</b> search page displays.  Click the <b>Voucher Style</b> list. Regular Voucher
8.	Click the <b>Single Payment Voucher</b> list item. Single Payment Voucher
9.	Enter the Case Number or pertinent information into the <b>Invoice Number</b> field, which will be included on the checkstub from the Maryland Comptroller. 
10.	Enter today's date into the <b>Invoice Date</b> field.
11.	Enter the desired information into the <b>Gross Invoice Amount</b> field. Enter " <b>200</b> ".
12.	Click the <b>Add</b> button. Add
13.	The <b>Vendor Information - Single Payment Vendor</b> tab displays.  Enter the Vendor's name into the <b>Name 1</b> field. Enter " <b>John Doe</b> ".
14.	Enter the desired address into the <b>Address 1</b> field. Enter " <b>789 Main Street</b> ".  <b>Note:</b> At least one address line must be entered.
15.	Enter the desired city into the <b>City</b> field. Enter " <b>Annapolis</b> ".
16.	Enter the desired state into the <b>State</b> field. Enter " <b>MD</b> ".

Step	Action
17.	Enter the desired zip code into the <b>Postal</b> field. Enter " <b>21051</b> ".
18.	Click the <b>Invoice Information</b> tab. 

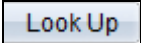




Step	Action
19.	The <b>Invoice Information</b> tab displays.  Click the <b>Look up Item</b> button. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



Step	Action
20.	<p>The <b>Look Up Item</b> window displays.</p> <p>You may need to select the <b>Contains</b> list item in the Item ID search list to get the full list of items available.</p> <p>Enter the desired information into the <b>Item ID</b> field. Enter "<b>refund</b>".</p>
21.	<p>Click the <b>Look Up</b> button.</p> 
22.	<p>Click the <b>REFUND-000</b> link.</p> 
23.	Enter the desired information into the <b>UOM</b> field. Enter " <b>ea</b> ".
24.	Enter the desired information into the <b>Unit Price</b> field. Enter " <b>200</b> ".
25.	Enter the desired information into the <b>Quantity</b> field. Enter " <b>1</b> ".
26.	<p>Click the <b>Look up Ship To</b> button.</p> 

## Training Guide

### AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

**Look Up Ship To**

SetID: SHARE

Ship To Location: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-82 of 82 Last

Ship To Location	Description
03	CIRCUIT COURT/WINE ARUNDEL
03	CIRCUIT COURT/BALTIMORE COUNTY
04	CIRCUIT COURT/CALVERT COUNTY
05	CIRCUIT COURT/CAROLINE COUNTY
06	CIRCUIT COURT/CARROLL COUNTY
07	CIRCUIT COURT/CECIL COUNTY
08	CIRCUIT COURT/CHARLES COUNTY
09	CIRCUIT COURT/DORCHESTER COUNTY
1	CIRCUIT CT/ALLEGANY COUNTY
10	CIRCUIT CT/FREDERICK COUNTY
11	CIRCUIT CT/GARRETT COUNTY
12	CIRCUIT CT/HARFORD COUNTY
13	CIRCUIT CT/HOWARD COUNTY
14	CIRCUIT CT/KENT COUNTY
15	CIRCUIT CT/MONTGOMERY COUNTY
16	CIRCUIT CT/PRINCE GEORGE'S COUNTY
17	CIRCUIT COURT/QUEEN ANNE'S CITY
18	CIRCUIT COURT/ST. MARY'S CITY
19	CIRCUIT COURT/SOMERSET COUNTY
20	CIRCUIT COURT/TALBOT COUNTY
21	CIRCUIT COURT/WASHINGTON COUNTY
22	CIRCUIT COURT/WICOMICO COUNTY
23	CIRCUIT COURT/WORCESTER COUNTY
24	CIRCUIT COURT/BALTIMORE CITY
47	DISTRICT COURT OF MD/HOWELL

Step	Action
27.	The <b>Look Up Ship To</b> window displays.  Scroll downward if needed.

**Look Up Ship To**

SetID: SHARE

Ship To Location: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-82 of 82 Last

Ship To Location	Description
03	CIRCUIT COURT/WINE ARUNDEL
03	CIRCUIT COURT/BALTIMORE COUNTY
04	CIRCUIT COURT/CALVERT COUNTY
05	CIRCUIT COURT/CAROLINE COUNTY
06	CIRCUIT COURT/CARROLL COUNTY
07	CIRCUIT COURT/CECIL COUNTY
08	CIRCUIT COURT/CHARLES COUNTY
09	CIRCUIT COURT/DORCHESTER COUNTY
1	CIRCUIT CT/ALLEGANY COUNTY
10	CIRCUIT CT/FREDERICK COUNTY
11	CIRCUIT CT/GARRETT COUNTY
12	CIRCUIT CT/HARFORD COUNTY
13	CIRCUIT CT/HOWARD COUNTY
14	CIRCUIT CT/KENT COUNTY
15	CIRCUIT CT/MONTGOMERY COUNTY
16	CIRCUIT CT/PRINCE GEORGE'S COUNTY
17	CIRCUIT COURT/QUEEN ANNE'S CITY
18	CIRCUIT COURT/ST. MARY'S CITY
19	CIRCUIT COURT/SOMERSET COUNTY
20	CIRCUIT COURT/TALBOT COUNTY
21	CIRCUIT COURT/WASHINGTON CNTY
22	CIRCUIT COURT/WICOMICO COUNTY
23	CIRCUIT COURT/WORCESTER COUNTY
24	CIRCUIT COURT/BALTIMORE CITY
47	DISTRICT COURT OF MD/HOWELL
47C	DISTRICT COURT OF MD/COMMISS
51	DISTRICT COURT/ALLEGANY CNTY
52	DISTRICT COURT/WINE ARUNDEL
53	DISTRICT COURT/BALTIMORE CNTY
54	DISTRICT COURT/CALVERT COUNTY
55	DISTRICT COURT/CAROLINE COUNTY
56	DISTRICT COURT/CARROLL COUNTY
57	DISTRICT COURT/CECIL COUNTY
58	DISTRICT COURT/CHARLES CNTY
59	DISTRICT COURT/DORCHESTER CNTY
60	DISTRICT COURT/FREDRICK CNTY
61	DISTRICT COURT/GARRETT COUNTY
62	DISTRICT COURT/HARFORD COUNTY
63	DISTRICT COURT/HOWARD COUNTY
64	DISTRICT COURT/KENT COUNTY
65	DISTRICT COURT/MONTGOMERY CNTY
66	DISTRICT COURT/PRINCE GEORGE'S
67	DISTRICT COURT/QUEEN ANNES
68	DISTRICT COURT/ST MARY'S CNTY
69	DISTRICT COURT/SOMERSET COUNTY
70	DISTRICT COURT/TALBOT COUNTY
71	DISTRICT COURT/WASHINGTON CNTY
72	DISTRICT COURT/WICOMICO CNTY
73	DISTRICT COURT/WORCESTER CNTY
74	DISTRICT COURT/BALTIMORE CITY
89	DC Warehouse
WF1	Working Fund

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court

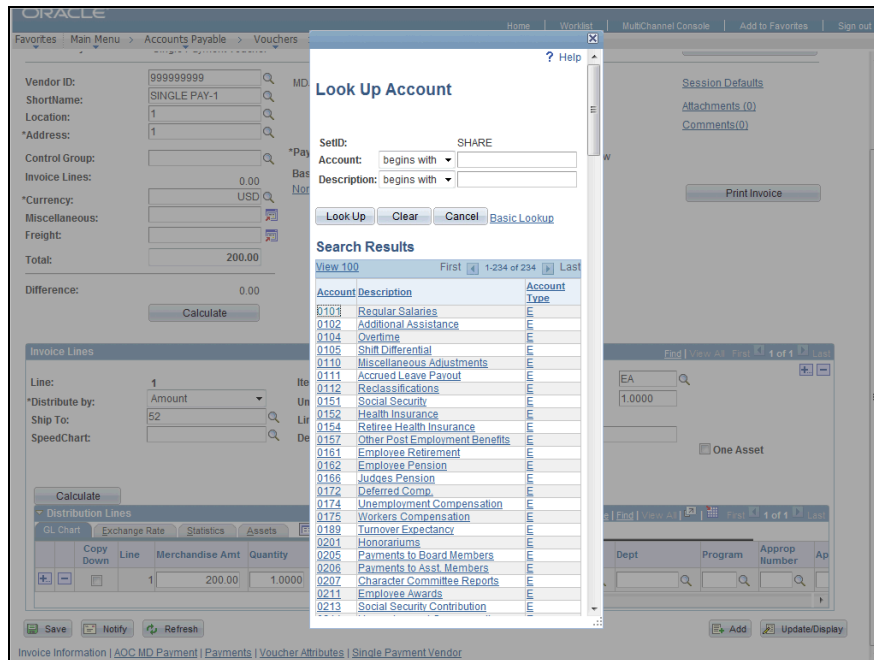


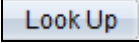
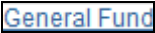

Step	Action
28.	Click the <a href="#">52</a> link, or your court location number. 
29.	The SpeedChart field with a PCA may be available for each court location (this will negate the need to enter the distribution line information).  Enter the <a href="#">SpeedChart</a> information, if known. If one does not exist or is unknown, follow the remaining steps.
30.	Scroll down to reveal additional fields.

The screenshot displays the Oracle AR230 'Regular Entry' screen. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The main form contains fields for Vendor ID (999999999), Short Name (SINGLE PAY-1), Location (1), and Address (1). The Invoice Lines section shows a single line with a quantity of 1.0000 and a line amount of 200.00. The 'Look up Account' button is visible at the bottom of the form.

Step	Action
31.	Click the <a href="#">Look up Account</a> button. 





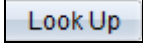



Step	Action
32.	The <b>Look Up Account</b> window displays.  Enter the desired information into the <b>Account</b> field. Enter " <b>54</b> ".
33.	Click the <b>Look Up</b> button. 
34.	Click the <b>General Fund</b> link. 
35.	Enter the desired information into the <b>Batch Agy</b> field. Enter " <b>C52</b> ".
36.	Enter the desired information into the <b>Fund</b> field. Enter " <b>0001</b> ".
37.	Click the <b>Look up Program (Alt+5)</b> button. 

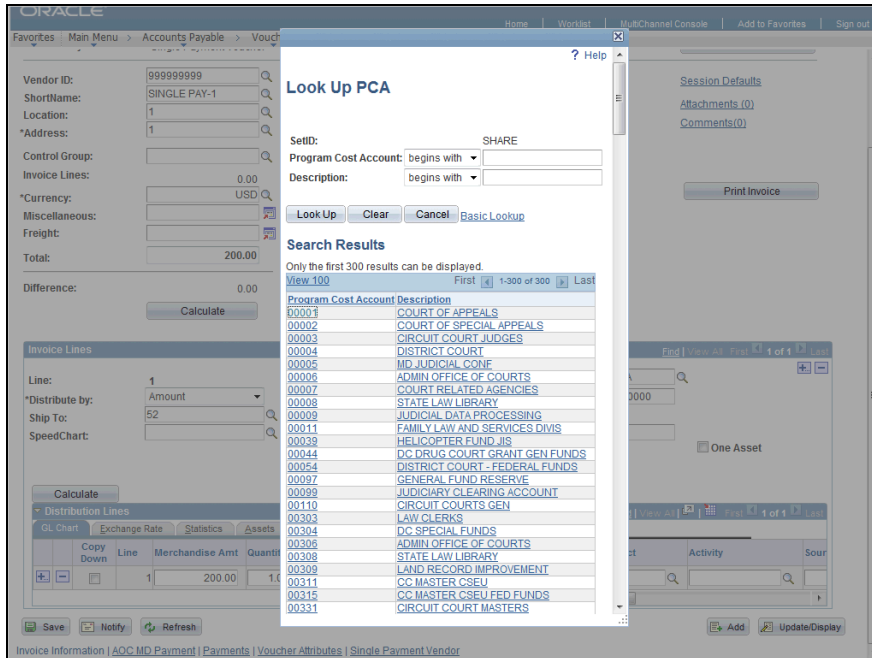
# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



The screenshot shows the Oracle AR230 interface with the 'Look Up Program' window open. The window displays a list of program codes and descriptions. The 'Program Code' field is set to '52' and the 'Approp Number' field is set to 'A5200'. The 'Look Up' button is highlighted.

Step	Action
38.	The <b>Look Up Program</b> window displays.  Enter the desired information into the <b>Program Code</b> field. Enter " <b>52</b> ".
39.	Click the <b>Look Up</b> button. 
40.	Click the <b>5201</b> link. 
41.	Enter the desired information into the <b>Approp Number</b> field. Enter " <b>A5200</b> ".
42.	Scroll to the right to reveal additional fields. 
43.	Enter the desired information into the <b>Approp Yr</b> field. Enter " <b>AY2014</b> ".
44.	Click the <b>Look up PCA (Alt+5)</b> button. 



Oracle AR230 - Look Up PCA window. The window displays a search for Program Cost Accounts. The 'SetID' is 'SHARE'. The 'Program Cost Account' is 'begins with' and the 'Description' is 'begins with'. The search results list various accounts, including 'DISTRICT COURT' and 'DISTRICT COURT - FEDERAL FUNDS'. The 'Look Up' button is highlighted.

Step	Action
45.	<p>The <b>Look Up PCA</b> window displays.</p> <p>Click the <b>DISTRICT COURT</b> link.</p> <p><u><a href="#">DISTRICT COURT</a></u></p>
46.	<p>Click the <b>Attachments (0)</b> link.</p> <p><u><a href="#">Attachments (0)</a></u></p>

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | Help | Personalize Page | http

### Voucher Header Attachment

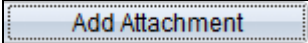
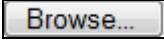
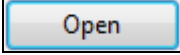
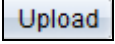
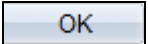
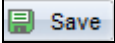
Business Unit MDJUD Voucher ID NEXT



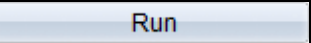
File Name	Description	User	Name	Date/Time Stamp
View				

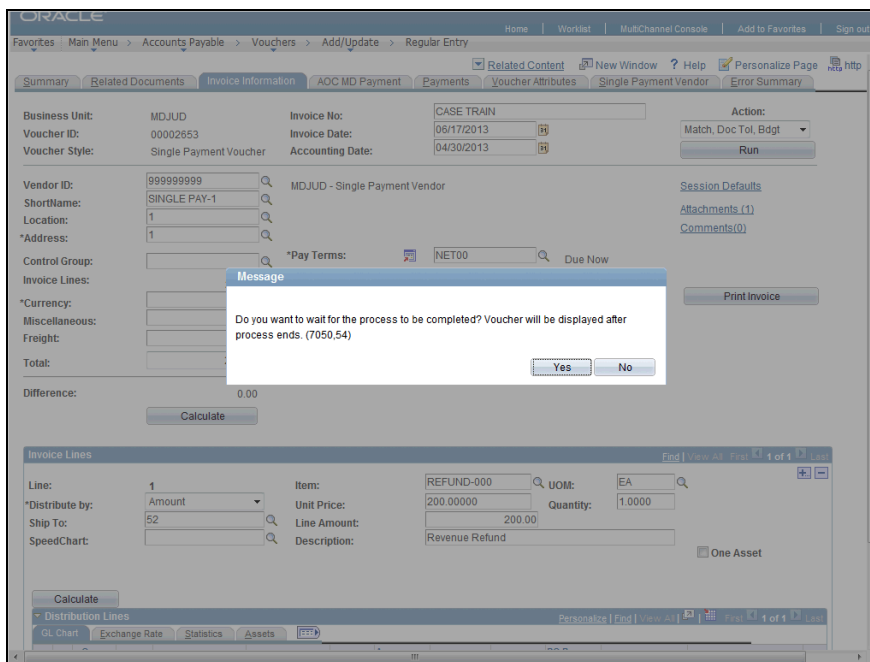
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

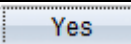
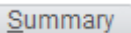
OK Cancel Refresh

Step	Action
47.	The <b>Voucher Header Attachment</b> page displays.  Click the <b>Add Attachment</b> button. 
48.	Click the <b>Browse...</b> button. 
49.	Once you find the appropriate document, select it and click the <b>Open</b> button.  Note: This is where the court-approved document should be attached for DBF review. 
50.	Click the <b>Upload</b> button. 
51.	Enter the desired information into the <b>Description</b> field. Enter " <b>Document for review</b> ".
52.	Click the <b>OK</b> button. 
53.	Click the <b>Save</b> button. 

Step	Action
54.	Click the <b>Action</b> list. 
55.	Click the <b>Budget Checking</b> list item. 
56.	Click the <b>Run</b> button. 



The screenshot shows the Oracle AR230 interface. The 'Run' button is visible in the top right corner. A message box is displayed in the center, asking: "Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050.54)". The message box has 'Yes' and 'No' buttons. The background interface shows various fields for Business Unit, Invoice No., Invoice Date, Accounting Date, Vendor ID, and Invoice Lines.

Step	Action
57.	Click the <b>Yes</b> button. 
58.	Click the <b>Summary</b> tab. 

# Training Guide

## AR230 – Managing Customer Billing, Receivables and Customer Payments – District Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | ? Help | Personalize Page | http

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor

Business Unit: MDJUD Invoice Date: 06/17/2013  
 Voucher ID: 00002653 Invoice No: CASE TRAIN  
 Voucher Style: SinglePay Invoice Total: 200.00 USD  
 Contract ID:  
 Vendor Name: MDJUD - Single Payment Vendor Pay Terms: Due Now  
 Voucher Source: Online

Entry Status: Postable Origin: ONL  
 Match Status: No Match Created: 06/17/2013  
 Approval Status: Approved Created By: andrew.somers  
 Post Status: Unposted Modified: 06/17/2013  
 Modified By: andrew.somers

Doc Tot Status: Valid ERS Type: Not Applicable  
 Budget Status: Valid Close Status: Open  
 Budget Misc Status: Valid  
 \*View Related: Payment Inquiry Go

Save Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary

Step	Action
59.	<p>The <b>Summary</b> tab displays.</p> <p>Review the Summary Page:</p> <p>Once the payment has been processed for budget checking, due to workflow which is setup for Accounts Payable, your Approval Status should be '<b>Pending</b>.' This will now be routed through Workflow to the court supervisor for approval.</p>
60.	<p>You have successfully completed the <i>Processing Revenue Refunds</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> <li>- process and review your revenue refunds</li> </ul> <p><b>End of Procedure.</b></p>

## Course Summary



### Congratulations!

You have successfully completed the *AR230 Managing Customer Billing, Receivables and Customer Payments - District Court* course. In this course, you have learned how to:

- Record revenue allocation and customer payments

- Process Local revenue disbursements
- Generate the Fund Allocation Report (FAR)
- Revenue Allocation Adjustments
- Process return of escrow
- Process bond forfeitures
- Process deferred payments
- Process bad checks (Case related)
- Process Revenue Refunds

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at [gearstraining@mdcourts.gov](mailto:gearstraining@mdcourts.gov) (<mailto:gearstraining@mdcourts.gov>).